DEPARTMENT OF AGRICULTURE
WASHINGTON

July 1, 1919.

MEMORANDUM NO. 281.

Amendment to the Fiscal Regulations.

Effective July 1, 1919, section (j) of Paragraph 86 of the Fiscal Regulations is hereby amended to read as follows:

> (j) Except as provided in Paragraph 86 (v), special conveyance, such as livery, or the hire of a boat, bicycle, motorcycle, or automobile, may be employed when no public or regular means of transportation are available, or when such public or regular means of transportation can not be used as advantageously in the interest of the Government. Employees using their own vehicles in official work in accordance with the Administrative Regulations of the Department must, in the case of motor-propelled vehicles, unless granted reimbursement for such use at mileage rates (not exceeding 3 cents per mile for a motor-cycle and 7 cents per mile for an automobile), support each account covering operating charges by a certificate setting forth the fact that the charge for gasoline and oil was arrived at by actual measurement at both the beginning and end of the official trip. The mileage of each trip should also be plainly stated.

Acting Secretary.

OFFICE OF
CHIEF OF BUREAU.

United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C.

June 27, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith draft of a proposed memorandum amending section (j) of Paragraph 86 of the Fiscal Regulations, effective July 1, 1919, relative to reimbursement on a mileage basis for the use in official business of personally-owned motor-propelled vehicles. This amendment is made necessary because of the provision contained in the Agricultural Appropriation Act for the fiscal year ending June 30, 1920, in which the mileage rates of reimbursement for the use of such machines in official business is changed from not to exceed 2 cents per mile for a motor cycle and 6 cents per mile for an automobile, to not to exceed 3 cents per mile for a motor cycle and 7 cents per mile for an automobile. The promulgation of this amendment to the Fiscal Regulations is recommended.

Respectfully submitted:

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 1, 1919.

MEMORANDUM NO. 282.

Amendment to the Fiscal Regulations.

Effective July 1, 1919, section (r) of Paragraph 86 of the Fiscal Regulations is hereby amended to read as follows:

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made on departmental bills of lading, released at a valuation of $10 per 100 pounds. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it that the property so shipped consists of the household goods of the employee transferred and is exclusively his property, and that all other personal property so transferred is to be used in official work, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. If the weight of the shipment exceeds 5,000 pounds the employee must ship the excess weight on a commercial bill of lading and pay the charges on same from his private funds; except that in cases where a car can be secured at a cost not greater than the less-than-carload rates for 5,000 pounds, a carload shipment may be made on a departmental bill of lading and the

excess over 5,000 pounds included, settlement for the excess to be calculated on the proportionate cost of the entire shipment, and draft or money-order in favor of the carrier to be transmitted to the department by the employee with the memorandum copy of the bill of lading, to be used by the department in part payment of the transportation charge.

Clarence Ousley

Acting Secretary.

OFFICE OF
CHIEF OF BUREAU.

United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C.

June 27, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

There is submitted herewith the draft of a proposed amendment to section (r) of Paragraph 86 of the Fiscal Regulations, relative to the transportation of household goods on departmental bills of lading in the case of employees transferred from one official station to another. The regulation as it now reads limits the amount which may be shipped on a departmental bill of lading to 5,000 pounds. It appears, however, as outlined in the letter of District Fiscal Agent Craft of the Forest Service, of June 10, hereto attached, that in some cases where the weight is in excess of 5,000 carload rates apply, but advantage of this can not be taken because of the 5,000 limit prescribed by the regulation making it necessary to divide the shipment into two parts under two bills of lading. To meet cases of this kind the Committee has drafted the proposed amendment to the Fiscal Regulations submitted herewith, the issuance of which is recommended.

Respectfully submitted:

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

Fiscal Regulations as amended.

Par. 86 (r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made on departmental bills of lading, released to a valuation of $10 per 100 pounds, and each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it that the property so shipped consists of the household goods of the employee transferred and is exclusively his property, that all other personal property so transfered is to be used in official work, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. If the weight of the shipment exceeds 5,000 pounds the employee must ship the excess weight on a commercial bill of lading and pay the charges on same from his private funds; except that in cases where a car can be secured at a cost not greater than the less-than-car load rates for 5,000 pounds, a carload shipment may be made on dept B/L and the excess over 5,000 pounds included, settlement for the excess to be calculated on the proportionate cost of the entire shipment, and draft or money order in favor of the carrier to be transmitted to the Department by the Employee with the memorandum copy of the bill of lading, to be used by the Department in part payment of the transportation charge."

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF INSPECTION

June 25, 1919.

MEMORANDUM FOR MR. ASHLEY.

Dear Mr. Ashley:

In reference to attached recommendation of the Fiscal Agent, Forest Service, Denver, to amend paragraph 86R of the Fiscal Regulations, you are advised that Consolidated Classification No. 1 provides that household good shipments less than car loads, if released to a value of 10 cts. per lb. shall take first class rate in each of the three Classification territories. If shipped as car loads, released to a value of 10 cts. per lb., minimum weight 12,000 lbs, will take the following classifications:

Official	Classification	Territory	.....	2nd Class
Western	"	"	.....	3rd "
Southern	"	"	.....	3rd "

Subject to Rule #15, which applies <u>only</u> to shipments in Western and Southern Classification territories.

Rule #15 reads as follows:

> Section 1. The charge for a less than carload shipment must not exceed the charge for a minimum carload of the same freight at the carload rate; the charge for a car fully loaded must not exceed the charge for the same lot of freight if taken as a less than carload shipment.
>
> Section 2. If a shipment tendered as less than carload freight and loaded by carriers or transported and unloaded by carriers, is found to be subject to the carload rate, and the carriers' tariffs do not provide that the cost of loading or unloading is included in the carload rate, a charge of two and one-half (2½) cents per one

hundred (100) pounds will be made for such loading and a like charge for unloading, such charge to be based upon the actual weight of the shipment. The carload minimum weight to be applied on such shipments will be that applicable to the car of the size required for the shipment in the condition tendered for transportation.

Section 3. When freight is loaded in a car by shipper and tendered as a carload shipment, and the car is forwarded without other freight therein, the shipment will be charged for as a carload.

Very respectfully,

E. E. Jones

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
CHIEF, OFFICE OF ACCOUNTS

DA
Supervision.

June 23, 1919.

The Advisory Committee on
Finance and Business Methods,

U. S. Department of Agriculture.

Gentlemen:

I am transmitting herewith a letter and recommendation from the District Fiscal Agent at Denver, Colorado, which I think is deserving of consideration.

Many of the shipments of household goods are in excess of 5000 pounds, and if car load rates could be obtained as suggested it would be favorable to the Government as well as to the owner of the goods, and would simplify the procedure.

Very truly yours,

M. E. Fagan

Chief of Accounts.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
DISTRICT 2

ADDRESS REPLY TO
DISTRICT FISCAL AGENT
AND REFER TO

NEW FEDERAL BUILDING
DENVER, COLORADO

DA
Disbursement

June 10, 1919.

Chief, Office of Accounts,

Washington, D. C.

Dear Sir:

Paragraph 86r of the Fiscal Regulations (last sentence) reads: "he must not, under any circumstances, ship more than 5,000 pounds on the department bill of lading." There are cases in which this regulation seems to work a positive loss to the Government as well as the officer. For example, an officer is to be transferred from Leadville to Dillon via the Colo. & Southern. The L.C.L. rate on household goods is 56½ cents per cwt., so the freight on 5,000 pounds would be $28.25. A car with minimum capacity of 20,000 pounds can be had for $27.50. A railroad company will not ship a car at carload rate with two bills of lading a Government bill of lading for 5,000 pounds, and a commercial bill of lading for the excess over 5,000 pounds. The regulation would therefore seem to direct, if construed literally, that the 5,000 should be shipped in a car for $27.50, and, say, 2,000 pounds excess shipped in a separate car on commercial bill of lading at a cost of $11.30 to the officer. Now if he might ship on a Government bill of lading, forwarding his personal check, draft, or money order favor the Colo. & Southern for $7.85 with the Form 20 (memorandum copy of B/L), the Government would actual save $7.85 on the cost of shipment, and the officer would

save the difference between $11.30 and $7.85, or $3.45. War tax applies to all household goods, whether shipped by the Government or private interest, so that is not affected, and since the car rate is offered as creative business, the Forest officer is as much entitled to share in its benefits as the potato or fruit shipper.

I therefore recommend a change in the wording of this sentence to the following:

> except that in cases where a car can be secured at a cost not greater than the less than car-load rates for 5,000 pounds, a car may be chartered and the excess of 5,000 pounds included, settlement for the excess to be calculated on the proportionate cost of the entire shipment, and draft or money order favor of the carrier to be transmitted with the memorandum copy of the bill of lading, to be used in part payment of the transportation charge.

Very truly yours,

District Fiscal Agent.

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 1, 1919.

MEMORANDUM NO. 283.

Amendment to the Administrative Regulations.

Effective July 1, 1919, Paragraph 104 of the Administrative Regulations is hereby amended to read as follows:

> 104. AUTHORITY TO GRANT LEAVE.- The head of each bureau is authorized to grant employees with headquarters in the District of Columbia annual leave with pay, not exceeding 30 days in each calendar year and extension of leave on account of sickness not exceeding 15 days; additional sick leave not exceeding 15 days may be granted in meritorious cases, but only by the chief clerk of the department on recommendation of the chief of bureau.
>
> The head of each bureau is authorized to grant employees with headquarters outside of the District of Columbia annual leave with pay, not exceeding 15 days in each calendar year and extension of leave on account of sickness not exceeding 15 days. Inspectors, officials in charge of field parties, or other supervising officials may grant to employees in their respective offices or forces leave of absence not exceeding 5 days in any one period (see par. 110); but in every such case the absence must be promptly reported to the chief of the bureau, who will cause the same to be entered upon and filed with the employee's record.

Employees of the department assigned to permanent duty in Alaska, Hawaii, Porto Rico, Guam, and the Virgin Islands may, in the discretion of the Secretary, without additional expense to the Government, be granted leave of absence not to exceed 30 days in any one year, which leave may, in exceptional and meritorious cases, where an employee is ill, be extended, in the discretion of the Secretary, not to exceed 30 days additional in any one year: Provided, That if any employee of an agricultural experiment station of the United States in Alaska, Hawaii, Porto Rico, Guam, or the Virgin Islands shall elect to postpone the taking of any or all of the annual leave to which he may be entitled during any calendar year, he may, subject to the interest of the public service, in addition to any annual leave which may be properly granted him by reason of his service during the current calendar year, be allowed to take at one time unused annual leave which may have accumulated within not to exceed three calendar years immediately preceding the current calendar year, and be paid while taking such accumulated leave at the average rate or rates of his salary separately computed by years for each of the several elapsed calendar years.

For the purpose of this paragraph, average rates of salary shall be computed as indicated in the following example (see Salary Tables, Fiscal Regulations):

> An employee was paid from January 1 to March 12 at the rate of $1,200 per annum; from March 13 to July 7 at the rate of $1,400 per annum; and during the remainder of the calendar year at the rate of $1,500 per annum.

Jan. and Feb.	@	$1,200	per annum	- - -	$200.00
March 1 to 12, incl.	"	1,200	" "	- - -	40.00
March 13 to 31, "	"	1,400	" "	- - -	70.00
April, May, and June	"	1,400	" "	- - -	350.00
July 1 to 7, incl.	"	1,400	" "	- - -	27.22
July 8 to 31, "	"	1,500	" "	- - -	95.83
Aug.,Sept.,Oct.,Nov.,Dec.	"	1,500	" "	- - -	625.00
			Average salary (per annum rate)	- -	$1,408.05

Regular field employees transferred to the service in the District of Columbia may be granted leave of absence at the rate of 1-1/4 days per month

until date of transfer, and 2-1/2 days per month in the District of Columbia. Field employees serving temporarily in the District of Columbia will not be granted leave in excess of 15 days annual and 15 days sick in any one year.

Acting Secretary.

OFFICE OF
CHIEF OF BUREAU.

United States Department of Agriculture,

Bureau of Crop Estimates,

WASHINGTON, D. C.

June 27, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith draft of a proposed amendment to Paragraph 104 of the Administrative Regulations, effective July 1, 1919, relative to annual leave of employees stationed in Alaska and certain insular possessions. This amendment is made necessary because of the proviso which appears in the Agricultural Appropriation Act (States Relations Service) for the fiscal year ending June 30, 1920, which extends to employees of experiment stations located in these possessions the privilege, in the discretion of the Secretary of Agriculture, of taking at one time annual leave accumulated during a period of four years, with pay at the rate prevailing during the year such leave of absence has accumulated. The Committee has included in the amended paragraph a section relative to the method of calculating the rate or rates of pay applying to accumulated leave. The promulgation of this amendment to the Fiscal Regulations is recommended.

Respectfully submitted:

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

m

June 21, 1919.

Dear Mr. Estabrook:

As you know, the agricultural appropriation bill for 1920 contains a provision regarding the leave of absence that may be granted to employees of the Department in the Insular possessions and in Alaska. While the provision originated in the States Relations Service, it applies to all employees of the Department in these places. Would it not be well for the Finance Committee to give the matter consideration now with a view to issue, as soon as the bill passes, appropriate regulations indicating the conditions under which the leave may be granted?

Assistant to the Secretary.

Copy to:

Mr. Ashley

Mr. Zappone.

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 1, 1919.

MEMORANDUM NO. 284.

Amendment to the Administrative Regulations.

Effective July 1, 1919, the provisions of Paragraph 214 of the Administrative Regulations, whereunder employees using their own motor-propelled vehicles for official travel may be reimbursed for such use at mileage rates not exceeding 2 cents per mile for a motor-cycle and 6 cents per mile for an automobile, are hereby amended by increasing the rates to not to exceed 3 cents and not to exceed 7 cents for motor-cycles and automobiles, reepectively.

Acting Secretary.

OFFICE OF
CHIEF OF BUREAU.

United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C.

June 27, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods transmits herewith draft of a proposed amendment to Paragraph 214 of the Administrative Regulations, increasing the mileage rates for which reimbursement may be allowed for the use of personally-owned motor-propelled vehicles in official business to not exceeding 3 cents per mile for a motor cycle and not exceeding 7 cents per mile for an automobile. The present rates are 2 cents per mile and 6 cents per mile, respectively, for motor cycles and automobiles. This amendment is recommended because of the change in mileage rates which appears in the Agricultural Appropriation Act for the fiscal year ending June 30, 1920 ("Miscellaneous").

Respectfully submitted:

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON

JUN 30 1919

Chai rman,
Advisory Committee on Finance
and Business Methods:

Reference is made to your various memoranda of June 27, 1919, with accompanying proposed changes in the Fiscal and Administrative Regulations, which will be set out and discussed in compliance with your request, in the order presented.

I.

It is proposed to amend section (j) of paragraph 86 of the Fiscal Regulations effective July 1, 1919, so as to read as follows:

> (j) Except as provided in Paragraph 86 (v), special conveyance, such as livery, or the hire of a boat, bicycle, motorcycle, or automobile, may be employed when no public or regular means of transportation are available, or when such public or regular means of transportation cannot be used as advantageously in the interest of the Government. Employees using their own vehicles in official work in accordance with the Administrative Regulations of the Department must, in the case of motor-propelled vehicles, unless granted reimbursement for such use at mileage rates (not exceeding 3 cents per mile for a motorcycle and 7 cents per mile for an automobile), support each account covering operating charges by a certificate setting forth the fact that the charge for gasoline and oil was arrived at by actual measurement at both the beginning and at the end of the official trip. The mileage of each trip should also be plainly stated.

The mileage rate authorized by the Agricultural Appropriation Act for the fiscal year ending June 30, 1920, for the use of personally owned motorcycles is 3 cents and for automobiles 7 cents per mile. This change is the only change suggested in subsection (j), paragraph 86. I see no legal objection to the change.

II.

It is proposed to amend Paragraph 214, Administrative Regulations, to read as follows:

> Effective July 1, 1919, the provisions of paragraph 214 of the Administrative Regulations, whereunder employees using their own motor-propelled vehicles for official travel may be reimbursed for such use at mileage rates not exceeding 2 cents per mile for a motorcycle and 6 cents per mile for an automobile, are hereby amended by increasing the rates to not exceed 3 cents and not to exceed 7 cents for motorcycles and automobiles, respectively.

I have found no legal objection to the proposed amendment.

III.

Section (r), Paragraph 86 of the Fiscal Regulations relating to transfer of household goods of employees transferred from one official station to another, as it now reads, limits the amount which may be shipped on a departmental bill of lading to 5000 pounds. In some cases where the weight is in excess of 5000 pounds carload rates apply, but advantage of this cannot be taken because of the 5000 pound limit. In order to meet cases of this kind it is proposed to amend the section to read as follows:

> (r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made on departmental bills of lading, released at a valuation of $10 per 100 pounds. The employee to whom such departmental bill of lading is issued is not author-

ized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it that the property so shipped consists of household goods of the employee transferred and is exclusively his property, and that all other personal property so transferred is to be used in official work, and that the transportation was furnished on the occasion of his permanent appointment to a new official station. If the weight of the shipment exceeds 5000 pounds the employee must ship the excess weight on a commercial bill of lading and pay the charges on same from his private funds; except that in cases where a car can be secured at a cost not greater than the less-than carload rates for 5000 pounds, a carload shipment may be made on a departmental bill of lading and the excess over 5000 pounds included, settlement for the excess to be calculated on the proportionate cost of the entire shipment, and draft or money order in favor of the carrier to be transmitted to the department by the employee with the memorandum copy of the bill of lading, to be used by the department in part payment of the transportation charge.

I have found no legal objection to this change.

IV.

It is proposed to amend Paragraph 104 of the Administrative Regulations, effective July 1, 1919, so as to read as follows:

104. AUTHORITY TO GRANT LEAVE. - The head of each bureau is authorized to grant employees with headquarters in the District of Columbia annual leave with pay, not exceeding 30 days in each calendar year and extension of leave on account of sickness not exceeding 15 days; additional sick leave not exceeding 15 days may be granted in meritorious cases, but only by the chief clerk of the department on recommendation of the chief of bureau.

The head of each bureau is authorized to grant employees with headquarters outside of the District of Columbia annual leave with pay, not exceeding 15 days in each calendar year and extension of leave on account of sickness not exceeding 15 days. Inspectors,

officials in charge of field parties, or other supervising officials may grant to employees in their respective offices or forces leave of absence not exceeding 5 days in any one period (see par. 110); but in every such case the absence must be promptly reported to the chief of the bureau, who will cause the same to be entered upon and filed with the employee's record.

Employees of the department assigned to permanent duty in Alaska, Hawaii, Porto Rico, Guam, and the Virgin Islands may, in the discretion of the Secretary, without additional expense to the Government, be granted leave of absence not to exceed 30 days in any one year, which leave may, in exceptional and meritorious cases, where an employee is ill, be extended, in the discretion of the Secretary, not to exceed 30 days additional in any one year; Provided, That if any employee of an agricultural experiment station of the United States in Alaska, Hawaii, Porto Rico, Guam, or the Virgin Islands shall elect to postpone the taking of any or all of the annual leave to which he may be entitled during any calendar year, he may, subject to the interest of the public service, in addition to any annual leave which may be properly granted him by reason of his service during the current calendar year, be allowed to take at one time unused annual leave which may have accumulated within not to exceed three calendar years immediately preceding the current calendar year, and be paid while taking such accumulated leave at the average rate or rates of his salary separately computed by years for each of the several elapsed calendar years.

For the purpose of this paragraph, average rates of salary shall be computed as indicated in the following example (see Salary Tables, Fiscal Regulations):

An employee was paid from January 1 to March 12 at the rate of $1,200 per annum from March 13 to July 7 at the rate of $1,400 per annum; and during the remainder of the calendar year at the rate of $1,500 per annum.

Jan. and Feb.	@ $1,200	per	annum	- - -	$200.00
March 1 to 12, incl.	" 1,200	"	"	- - -	40.00
March 13 to 31, incl.	" 1,400	"	"	- - -	70.00
April, May and June	" 1,400	"	"	- - -	350.00
July 1 to 7, incl.	" 1,400	"	"	- - -	27.22
July 8 to 31, "	" 1,500	"	"	- - -	95.83
Aug. Sept.,Oct.,Nov.,Dec.	" 1,500	"	"	- - -	625.00
Average salary (per annum rate)				- -	$1408.05

> Regular field employees transferred to the service in the District of Columbia may be granted leave of absence at the rate of 1-1/4 days per month until the date of transfer, and 2-1/2 days per month in the District of Columbia. Field employees serving temporarily in the District of Columbia will not be granted leave in excess of 15 days annual and 15 days sick in any one year.

The amendment relates to leave of employees of the Department stationed in the Virgin Islands and accrued leave privileges of the employees of Experiment Stations in insular possessions, and is authorized by the Agricultural Appropriation Act for the fiscal year ending June 30, 1920.

W. M. Lockwood
Solicitor.

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 10, 1919.

MEMORANDUM NO. 285.

Amendment to the Fiscal Regulations.

The Fiscal Regulations of this Department are hereby amended by adding thereto the following regulation:

108. RESPONSIBILITY FOR FUNDS DUE THE UNITED STATES COLLECTED BY OFFICERS, EMPLOYEES OR AGENTS OF THE DEPARTMENT.- Moneys due the United States should be collected or received by only such officers, employees or agents of the Department as have been duly authorized to collect or receive same. All moneys received from whatever source for the use of the United States shall be immediately transmitted by the officer, employee or agent of the department receiving same to the disbursing clerk of the department or to the proper fiscal agent, to be receipted for by him and promptly paid into the Treasury of the United States. Even in cases where the ultimate disposition of moneys received has not been fully determined, such moneys shall be immediately transmitted to the disbursing clerk or fiscal agent for safe-keeping pending final instructions to him as to their disposition. Remittances should be made in the form of postal or express money orders, certified checks, bank drafts or cashiers' checks, drawn payable to the order of the "Disbursing Clerk, Department of Agriculture," or the proper fiscal agent, but personal checks may be accepted from parties of known responsibility. Unless the circumstances make it unavoidable, cash should not be accepted. Bureau financial clerks and other officers, employees or agents of the department, who make collections of amounts in refund of overpayments, disallowances, unused portions of scrip books, mileage books or railroad tickets, or who receive the proceeds from the sale of Government property or funds from any other source authorized by law, will be held personally responsible for any loss of such moneys that may occur while same are in their possession, pending transmission to the disbursing clerk or fiscal agent.

Secretary.

MEMORANDUM NO.

Amendment to the Fiscal Regulations.

The Fiscal Regulations of this Department are hereby amended by adding thereto the following regulation:

108. Responsibility for Funds Due the United States Collected by Officers, Employees or Agents of the Department. -- All moneys received from whatever source for the use of the United States shall be immediately transmitted by the authorized officer, employee or agent of the department receiving same to the disbursing clerk of the department or to the proper fiscal agent, to be receipted for by him and promptly paid into the Treasury of the United States. Even in cases where the ultimate disposition of moneys received has not been fully determined, such moneys shall be immediately transmitted to the disbursing clerk or fiscal agent for safe-keeping pending final instructions to him as to their disposition. Remittances should be made in the form of postal or express money orders, certified checks, bank drafts or cashiers' checks, drawn payable to the order of the "Disbursing Clerk, Department of Agriculture," or the proper fiscal agent, but personal checks may be accepted from parties of known responsibility. Unless the circumstances make it unavoidable, cash should not be accepted. Bureau financial clerks and other authorized officers, employees or agents of the department, who make collections of amounts in refund of overpayments, disallowances, unused portions of scrip books, mileage books or railroad tickets, or who receive the proceeds from the sale of Government property or funds from any other source authorized by law, will be held personally responsible for any loss of such moneys that may occur while same are in their possession, pending transmission to the disbursing clerk or fiscal agent.

Secretary.

MEMORANDUM NO.

Amendment to the Fiscal Regulations.

The Fiscal Regulations of this Department are hereby amended by adding thereto the following regulation:

108. Responsibility for Funds Due the United States Collected by Officers, Employees or Agents of the Department. -- All moneys received from whatever source for the use of the United States shall be immediately transmitted by the authorized officer, employee or agent of the department receiving same to the disbursing clerk of the department or to the proper fiscal agent, to be receipted for by him and promptly paid into the Treasury of the United States. Even in cases where the ultimate disposition of moneys received has not been fully determined, such moneys shall be immediately transmitted to the disbursing clerk or fiscal agent for safe-keeping pending final instructions to him as to their disposition. Remittances should be made in the form of postal or express money orders, certified checks, bank drafts or cashiers' checks, drawn payable to the order of the "Disbursing Clerk, Department of Agriculture," or the proper fiscal agent, but personal checks may be accepted from parties of known responsibility. Unless the circumstances make it unavoidable, cash should not be accepted. Bureau financial clerks and other authorized officers, employees or agents of the department, who make collections of amounts in refund of overpayments, disallowances, unused portions of scrip books, mileage books or railroad tickets, or who receive the proceeds from the sale of Government property or funds from any other source authorized by law, will be held personally responsible for any loss of such moneys that may occur while same are in their possession, pending transmission to the disbursing clerk or fiscal agent.

Secretary.

MEMORANDUM NO.

Amendment to the Fiscal Regulations.

The Fiscal Regulations of this Department are hereby amended by adding thereto the following regulation:

104. Responsibility for Funds Due the United States Collected by Officers, Employees or Agents of the Department. -- All moneys received from whatever source for the use of the United States shall be immediately transmitted by the ~~authorized~~ officer, employee or agent of the department receiving same to the disbursing clerk of the department or to the proper fiscal agent, to be receipted for by him and promptly paid into the Treasury of the United States. Even in cases where the ultimate disposition of moneys received has not been fully determined, such moneys shall be immediately transmitted to the disbursing clerk or fiscal agent for safe-keeping pending final instructions to him as to their disposition. Remittances should be made in the form of postal or express money orders, certified checks, bank drafts or cashiers' checks, drawn payable to the order of the "Disbursing Clerk, Department of Agriculture," or the proper fiscal agent, but personal checks may be accepted from parties of known responsibility. Unless the circumstances make it unavoidable, cash should not be accepted. Bureau financial clerks and other ~~authorized~~ officers, employees or agents of the department, who make collections of amounts in refund of overpayments, disallowances, unused portions of scrip books, mileage books or railroad tickets, or who receive the proceeds from the sale of Government property or funds from any other source authorized by law, will be held personally responsible for any loss of such moneys that may occur while same are in their possession, pending transmission to the disbursing clerk or fiscal agent.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

JUN 24 1919

CHAIRMAN, ADVISORY COMMITTEE ON FINANCE AND BUSINESS METHODS:

Consideration has been given to the proposed draft, transmitted with your memorandum of June 12, 1919, designed to amend the fiscal regulations by adding a paragraph relating to responsibility for funds of the United States in the custody of employees of the Department.

In the first sentence of the draft it is directed that moneys shall be immediately transmitted to the disbursing clerk or fiscal agent by the authorized officer, employee or agent receiving same. In the last sentence the word authorized again occurs. It is not clear who are "authorized" officers, employees or agents. So it is suggested that the word authorized be eliminated to take care of a case which might arise of some employee receiving money who had not been specially authorized to receive it. The sentences as at present drawn might by some be understood to mean that unless an employee was authorized to collect money he might not be responsible for its loss as would be an employee who had in fact been authorized to make collections.

The thought has occurred to me that it might be the preferable mode of procedure, as a general practice, in the case of refunds of salary overpayments, adjustments, and the like, for the Bureau to address a form letter, in duplicate, to the employee concerned, advising as to the amount due, the appropriation involved, the voucher number, etc., and requesting employee to make the repayment direct to the disbursing clerk or fiscal agent whose account is affected. For the convenience of the disbursing clerk or fiscal agent in identifying the transaction the employee might be instructed to let a copy of the form letter mentioned accompany the payment.

Wm. M. Williams

Solicitor.

July 2, 1919.

Mr. Zappone:

The plan of handling moneys suggested in the last paragraph of the Solicitor's memorandum of June 24, 1919, theoretically sounds splendid but in actual practice I am afraid would not be desirable either in this division or in the bureaus. His plan would tremendously increase the work in our division, and it would probably be necessary to establish a section of receipts to handle the work. Even then our record would not be as complete and clear-cut as at present.

Under the present plan the bureaus have complete charge of the collection of all money. When received they transmit it by letter to this division for deposit, sending along a carbon copy of the letter to be receipted and returned. Their letter, of course, gives all the material facts in connection with the remittance, such as, name and address of remitter, character of remittance, amount, voucher number, list of articles sold with price, refund on transportation, etc., and makes a definite recommendation as to a propriation or fund to be credited. At the end of the quarter an abstract is rendered by this division to each bureau showing all moneys received and deposited, thus enabling the bureaus to see that all funds have been properly accounted for.

Under the Solicitor's scheme the bureaus would still handle the correspondence, but would instruct the employee or other person concerned to remit direct to this division and to attach their letter to identify the remittance, our office in turn to make the deposit from the facts given in the returned copy of letter. Very few of the letters would be returned with the remittances, and even should the bureau furnish us with an extra copy of their letters in advance it would still be next to impossible to connect them up. Railroad companies and outside firms would ignore such requests, and in a very short time we would have a great mass of checks on hand which would require an endless amount of corres-

pondence to dispose of. In the case of sales of eggs, poultry, meat products, etc., instead of having the bureau conduct the sale and transmit by letter a certain sum of money covering the sale of a given quantity or number of such products at a fixed unit rate, it would be necessary to have some arrangement by which each purchaser would turn his money into our division and obtain receipt before delivery of the supplies. Some similar plan would have to be worked out in connection with the sale of condemned property, photo prints, card indexes, etc. Checks and drafts received on account of grain standards appeals, cotton futures disputes, applications for licenses under the Warehouse Act, and under the act for market inspection of perishable foods, etc., could not be handled in this division until detailed information would be furnished by the bureau, and these I believe would have to be transmitted as at present by the bureau for that reason.

I could cite many other instances to show that the scheme would not run smoothly, such as in the case of auditor's suspensions and railroad refunds. In the former the bureau in writing to the employee does not know whether the suspension will be explained satisfactorily or will result in a conceded disallowance. In the case of railroad refunds the bureaus seldom know the exact amount of refund due, and this would have a tendency to complicate matters.

The bureaus in writing their letters requesting refunds would have to include a mass of detail as to voucher number, appropriation, etc., which would be entirely unnecessary and confusing to the recipient of the letter, but which facts would be absolutely necessary to this division if the carbon copy were to form the basis for a deposit letter later. You can readily see how difficult it would be to pick the essential facts out of such a letter when entering such a remittance

on the abstract of money receipts.

The bureaus are as vitally concerned in this matter as this office, and I think that before a final decision is reached, it would be well to get the views of the bureau financial clerks as to the difficulties that will arise in their offices under the plan proposed by the Solicitor. If it is then decided to adopt his plan a uniform line of procedure should be set forth to be followed by all.

Respectfully,

W. J. Nevins

To the Finance Committee:

I concur the above.

Reay

A Gappone
Disb'g Clerk.

July 2, 1919.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

MAY 31 1919

MEMORANDUM FOR THE CHAIRMAN,
COMMITTEE ON FINANCE AND BUSINESS METHODS:

This Office recently was asked to render an opinion as to how certain moneys, representing refunds of salary overpayments, etc., taken about a year ago from a safe in the Bureau of Markets by a former messenger boy might be recovered.

Consideration of the case, and the consequent hardship which must fall on someone of making good the loss, has suggested to my mind the probable advisability of a Department regulation as to the handling of funds collected by Bureaus. Accordingly, I suggest the adoption of such a regulation.

In the case referred to, after collection, the money was held for considerable periods instead of being immediately turned over to Mr. Zappone. At that time the war was in progress and apparently the Bureau employees retaining possession of the funds did not realize the strict responsibility which the law placed upon them in so doing.

Section 3617 of the Revised Statutes provides that

> The gross amount of all moneys received from whatever source for the use of the United States * * * shall be paid by the officer or agent receiving the same into the Treasury, at as early a day as practicable * * *

The requirements of the law with regard to the accountability to the Government on the part of its agents for funds handled by them are exceedingly strict. A person who receives Government moneys as an agent of the United States becomes practically an insurer therefor.

Wm. M. Collier
Solicitor.

U. S. Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.,

June 25, 1919.

Mr. Zappone:

I do not see much objection to the ommission of the word "authorized" in the two places it appears, but I imagine the word was used so as not to disturb the present plan of having only certain employes in a Bureau transmit the funds to this office. I am afraid the regulation may be misunderstood and that the employes of the Department may take it upon themselves to transmit funds to us indiscriminately, without passing through the financial clerks of the Bureaus.

I am afraid the plan of the Solicitor of having the employes send the money direct to us would not be acceptable to the Bureaus, and would completely upset the present plan of handling money. The Bureaus are very keen in seeing the actual check. In the case of moneys received from outside persons, I am afraid the plan would not work, as we would have to have detailed information in connection with checks covering such items as Grain Standards appeals, Cotton Futures disputes, costs of inspection of Perishable Foods, etc.

Resp'y.
W. J. Morris

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 25, 1919.

MEMORANDUM No. 286.

Cooperation with Federal Board for Vocational Education in the Training of Disabled Soldiers, Sailors, and Marines.

The attached memorandum has been prepared by the Federal Board for Vocational Education after consultation with representatives of the Departments of Agriculture, Commerce, and Labor, and the Civil Service Commission. The scheme outlined therein meets with the full approval of this Department, and all bureaus, divisions, and offices are authorized and directed to cooperate with the Federal Board to the fullest possible extent in the plan for training disabled soldiers, sailors, and marines.

The information contained in this memorandum should be transmitted promptly to all officers and employees of the Department for their information and guidance.

D. F. Houston.
Secretary.

FEDERAL BOARD FOR VOCATIONAL EDUCATION
200 New Jersey Avenue Northwest
Washington

Office of the Board.

The Federal Civil Service regulations have been amended by an executive order of the President. The regulations, as amended, place upon the Federal Board for Vocational Education the responsibility of testing, training, and certifying to the United States Civil Service Commission disabled soldiers, sailors, and marines who desire to enter Civil Service employment. The ammended regulations permit the fullest cooperation of government agencies with the Federal Board in the vocational rehabilitation of men disabled in the war against Germany.

Everybody desires to cooperate with the Federal Board in the discharge of its duties to men disabled in the service. Individuals and private institutions are working with the Federal Board in a most patriotic way. The Government Departments have been desirous of lending full cooperation. This is now possible because of the removal of certain restrictions.

Arrangements for meeting this changed situation have been worked out by representatives of the Federal Board and the United States Civil Service Commission and stated in a publication of the Federal Board designated as C.L.H.#55, copy of which is attached hereto. Additional copies of this circular letter can be obtained by addressing the Federal Board for Vocational Education, Washington, D. C.

The Federal Board proposes to discharge its obligations under the amendments to the Civil Service regulations through cooperative arrangements with the Government Departments and through the expert advice, council, and assistance of Government officials and employees.

The amended regulations permit the Civil Service Commission to exempt a disabled soldier, sailor, or marine from the physical requirements, providing he has been tested or trained and certified by the Federal Board for Vocational Education. The executive order also permits the Federal Board to utilize government facilities and services of Federal officers and employees in the execution of this provision.

The Federal Board has outlined the procedure set forth herein to reach the ends desired, and you are hereby authorized to cooperate with its agents in the execution thereof.

You are permitted and authorized to arrange with agents of the Federal Board to try out disabled soldiers, sailors, and marines by a practical test on the job to determine if the disabled man has the physical ability to perform the work required. If the test indicates that the man can qualify physically, you are authorized to arrange with the Federal Board to train the man "on the job" for the work he is to perform, providing

this kind of training, in the opinion of the Federal Board, is desirable and feasible and, in your opinion, is not seriously detrimental to the public service. If such training is deemed to be seriously detrimental to the public service, a detailed report giving the reasons for this decision should be made to the Federal Board, which may submit this report to the department concerned for conference as to the final disposition of the case.

It is not expected that there will be a large number of placement training cases, which means simply that the man is trained on the job by a government employee or official. Most cases after a try-out for physical ability will be trained in established institutions offering suitable courses. Probably not a very large number of cases will need to be tried out by a practical test of physical ability. This question can usually be determined through the joint action of the Federal Board and the United States Civil Service Commission.

This is simply and solely a "try-out" and "training" proposal of the Federal Board and does not imply that the person being tried out for physical ability or trained to perform the detailed work of a position will be placed in the specific position in which he is tried out or trained but in a like position elsewhere by regular methods under the amended civil-service regulations and Vocational Rehabilitation Act.

Men being tried out or trained as set forth herein will receive no remuneration from the government other than the stipulated sums paid by the Federal Board under the provisions of the amended Vocational Rehabilitation Act.

Any arrangements entered into for placement training, should be submitted to the Federal Board for Vocational Education, Washington, D. C., through the Federal Board district office. Before any further action is taken, the Federal Board, through a designated representative, will confer with the person delegated by the department concerned to represent it in these matters. If the agreement receives the joint approval of the Department representative and the Federal Board, the placement training can begin under the agreement.

No further formal arrangements will be required to test or "try out" a man's physical ability to do the work of a specified job. This can be done by mutual agreement between the local representatives of the Federal Board and the government agency concerned, acting under this authorization. "Test" and "try-out" cases need to be referred to Washington only when it is impossible for local representatives to agree or when the test is likely to be prolonged so that it ammounts in reality to placement-training.

DISTRICT VOCATIONAL OFFICES

Districts.	Addresses.	States.
District No. 1.		
F. T. A. McLeod	Boston, Mass., 1201 Little Bldg., 60 Boylston St.	Maine, Vt., N. H., Mass., Rhode Island.
Branch Office	Portland, Maine, 524-26 Masonic Bldg.	
District No. 2.		
A. W. Griffin	New York, N. Y., 469 Fifth Ave.	Conn., New York, N. J.
District No. 3.		
Uel W. Lamkin	Philadelphia, Pa., 1211 Chestnut St.	Penna., Delaware.
Branch Office	Pittsburgh, Pa., 491 Union Arcade Bldg.	
District No. 4.		
W. H. Magee	Baltimore, Md., 660 Lexington Bldg.	District of Columbia, Virginia, West Va.
Branch Offices		
Willis W. Grant	Norfolk, Va., 400 Flatiron Bldg.	
L. C. Cummings	Baltimore, Md., 411 Park Bank Bldg., 104 Lexington St.	
District No. 5.		
C. G. Schultz	Atlanta, Ga., 823 Forsyth Bldg.	N. C., S. C., Ga., Tenn.,Fla.
District No. 6.		
James I. Sibley	New Orleans, La., 412-32 Maison Blanche Annex.	La., Ala., Miss.

District No. 7.		
W. F. Shaw	Cincinnati, Ohio, 1212-14 Mercantile Library Bldg.	Ohio, Ky., Indiana.
Branch Office C. A. Preston	Cleveland, Ohio, Home Service Section, A.R.C. Park Bldg.	
District No. 8.		
Chas. W. Sylvester	Chicago, Illinois, 814 Consumers Bldg.	Mich., Ill., Wis.
Branch Office	Detroit, Mich., 807 Owen Bldg.	
District No. 9.		
C. E. Partch	St. Louis, Mo., 815-824 Chemical Bldg.	Missouri, Iowa, Nebraska, Kansas
Branch Office B. M. Stigall	Kansas City, Mo. Divisional Vocational Office No. 9.	
District No. 10.		
Harry W. Jones	Minneapolis, Minn., 742 Metropolitan Bank Bldg.	Minn., N.Dak., S.Dak. Montana
District No. 11.		
H. Allen Nye	Denver, Colo., 400 Mercantile Bldg.	Colorado, Wyoming, N. Mexico, Utah
District No. 12.		
R. T. Fisher	San Francisco, Calif., 997 Monadnock Bldg.	California, Nevada, Arizona
District No. 13.		
C. H. Anderson	Seattle Washington, 539 Central Bldg.	Idaho, Oregon, Wash.
District No. 14.		
W. F. Doughty	Dallas, Texas, 810 Western Indemnity Bldg.	Texas, Arkansas, Oklahoma.

FEDERAL BOARD FOR VOCATIONAL EDUCATION C. L. H.-55

200 NEW JERSEY AVENUE NORTHWEST

WASHINGTON

OFFICE OF THE BOARD

May 20, 1919.

From: Chief, Division of Rehabilitation.

To: All District Vocational Officers.

Re: Civil Service Amendments.

1. The Civil Service Regulations have been amended. Two important changes which affect disabled soldiers, sailors and marines have been made.

(a) The Civil Service Commission may exempt a man tested, trained and certified by the Federal Board from the physical requirements of the Civil Service regulations. (See paragraph 8, (b))

(b) The Federal Board may utilize government facilities and the services of federal officers and employees in the training and testing of disabled men. (See paragraph 8, (a))

2. These changes have been made to give effect to the law imposing upon the Federal Board the duty of rehabilitating disabled men and are in harmony with the preferences extended to veterans in appointments to the Civil Service by Public Acts 275 and 325 of the Sixty-fifth Congress. (See paragraph 7, (a) and (b))

3. This circular is sent at this time mainly to acquaint the District Offices with the progress that has been made regarding training for Government positions. The President's authorization in no sense constitutes an order on subordinate Government officials anywhere to carry on this training. District Officers should feel free, when advisable, to negotiate with such officials on a purely tentative basis. If such officials are willing to go ahead and make arrangements, they can be carried out at once. If such officials say, as probably many of them will, that they must have authorization from their departments at Washington, negotiations should cease. Officials should be asked not to

write to Washington, because the Federal Board is now taking up with the various department heads at the Capital a plan for cooperation, which can be carried on throughout the country with the approval and direction of such departments.

4. The Federal Board has entered into a working arrangement with the Civil Service Commission whereby these changes in regulations can be made effective for the testing and training of disabled men for civil service positions.

5. To carry out the plan it will be desirable in many cases to utilize government agencies. As the Federal Board finds it necessary in many cases to request private employers of labor, and owners of manufacturing establishments, to admit as students soldiers undergoing rehabilitation, it would not be consistent to exclude those soldiers from similar establishments under government control.

6. Where a person coming within the provisions of either of the statutes referred to below (see paragraph 7) can comply with the physical standards in effect for the examination for which application is made, his case will require no special action. Where it is apparent to the Civil Service Commission that his physical condition is such that he would not ordinarily be accepted, the case will be referred to the Federal Board for Vocational Education. The Board will then decide whether it is practicable to educate him for the position sought. If considered practicable, the rehabilitation and education will be given and, when completed, certification of that fact will be made to the Civil Service Commission. Where the Board does not consider it desirable to attempt the education for the position sought, other positions will be considered and suggested to him, but he will not be admitted to the one for which his physical condition constitutes an irremediable bar.

7. The bases of these modifications to the Civil Service regulations are found in two enactments of the Sixty-fifth Congress.

(a) Public Act 275 is,

> "That all former Government employees who have been drafted or enlisted in the military services of the United States in the war with Germany shall be reinstated on application to their former positions, if they have received an honorable discharge and are qualified to perform the duties of the position."

(b) The language of Public Act 325 provides:

"That hereafter in making appointments to clerical and other positions in the executive departments and in independent governmental establishments preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such, if they are qualified to hold such positions."

8. The text of the changes to Civil Service regulations:

(a) The executive order of October 13, 1905 has been amended to read:

"No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service: Provided, that this order shall not be so construed as to prevent the Federal Board for Vocational Education from utilizing the government facilities and the services of federal officers and employees where such facilities or services may be necessary or useful in enabling that Board to carry out the duties imposed upon it by law, in the training and testing of disabled soldiers, sailors and marines."

(b) Civil Service Rule V has been amended by the addition of the following proviso to clause b of section 4:

"Provided, that the Commission may, in its discretion, exempt from the physical require-

ments established for any position a disabled and honorably discharged soldier, sailor, or marine upon the certification of the Federal Board for Vocational Education that he has been specially trained for and has passed a practical test demonstrating his physical ability to perform the duties of the class of positions in which employment is sought."

9. The change in Rule V authorizes the Civil Service Commission to accept as adequate the certificate of the Federal Board for Vocational Education that a person has been so trained and tested that the physical defect has ceased to constitute a physical disability to perform the duties of the position sought.

H. L. Smith,
Chief, Division of Rehabilitation.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG. July 26, 1919.

MEMORANDUM NO. 287.

Regarding Committees on Clerical Efficiency.

In accordance with Paragraph 32 of the Administrative Regulations, the personnel of the Committees on Clerical Efficiency for the current term will be as follows:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman.
Roy L. Swenson
Percy L. Gladmon (vice A. McC. Ashley)

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman.
C. W. Boyle
P. D. Cronin (vice Fred Lees)

OFFICE OF FARM MANAGEMENT.

Asher Hobson, Chairman.
E. A. Boeger
Charles L. Goodrich

WEATHER BUREAU

E. B. Calvert, Chairman.
S. Percy Minnick.
Charles T. Burns.
J. Warren Smith (vice Willis R. Gregg)
John C. Ashton (vice Benjamin A. Blundon)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman.
G. H. Russell
T. P. White (vice A. J. Pistor)

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman
W. A. Orton
Russell A. Oakley(vice C.V.Piper)

FOREST SERVICE

A. F. Potter, Chairman.
M. E. Fagan
Earle H. Clapp (vice E.A.Sherman)

BUREAU OF CHEMISTRY

S. A. Postle, Chairman
P. B. Dunbar
Homer Runkel (vice R.W.Balcom)

BUREAU OF SOILS

A. G. Rice, Chairman.
C. A. Wolfe
J. W. McKericher (vice C.H.Seaton)

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman
C. L. Marlatt
W. R.Walton (vice E.A.Back)

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman
Mrs. A. B. Morrison (vice W.H.Cheesman)
Georga A. Lawyer (vice Harry C. Oberholser)

DIV. OF ACCTS. & DISBURSEMENTS

W. J. Nevius, Chairman
Harry B. Peffers

DIVISION OF PUBLICATIONS

Edwy B. Reid, Chairman
W. F. Harding
W. A. Jump (vice F.J.P.Cleary)

BUREAU OF CROP ESTIMATES

Leon M. Estabrook, Chairman
Nat C. Murray
Edward Crane (vice Chas. E. Gage)

LIBRARY

Miss C. R. Barnett, Chairman
Miss H. M. Thompson
Miss E. B. Hawks

STATES RELATIONS SERVICE

C. E. Johnston, Chairman
W. H. Conway
H. L. Knight
C. E. Gunnells (vice A.B.Graham)

BUREAU OF PUBLIC ROADS

P. St. J. Wilson, Chairman
Vernon M. Peirce
F. C. More (vice L.E.Boykin)

INSECTICIDE & FUNGICIDE BOARD

M. B. Waite, Chairman
W. D. Lynch
J. L. Monarch (vice J.G.Shibley)

FEDERAL HORTICULTURAL BOARD

George B. Sudworth, Chairman
E. R. Sasscer (vice R.C.Althouse)

BUREAU OF MARKETS

R. V. Bailey, Chairman
Henry J. Ramsey
L. B. Flohr (vice R.L.Nixon)

D. F. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 4, 1919.

MEMORANDUM NO. 288.

Providing for Payment for Overtime Work of Meat Inspection Employees.

The attention of administrative officers of the Department of Agriculture is invited to the following provision of law which appears in the Act of July 24, 1919, making appropriations for the Department of Agriculture for fiscal year ending June 30, 1920 (Public No. 22 - 66th Congress):

> "That, hereafter, the Secretary of Agriculture is authorized, in his discretion, to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

To comply with the provisions of this section the following regulations are promulgated to govern the payment for such overtime work:

1. All work performed in an official establishment pursuant to an application made under paragraph 7, which requires Bureau of Animal Industry employees to remain on duty more than eight working hours in any one regular working day shall be paid for as overtime for the period each employee is on duty in excess of eight working hours.

2. All work on Sundays and on New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of said National holidays, or on National holidays so declared by Executive Order, shall be paid for as overtime; but no other days shall be regarded as holidays within the meaning of this order. Sundays and holidays shall be regarded as beginning and ending at midnight.

3. The overtime pay of an employee who receives the additional compensation of $240 authorized by Congress, shall be calculated on the basis of his entire compensation, including his basic salary and such additional compensation.

4. Overtime pay shall be calculated by the hour, and the pay of each employee shall be used, taking one-eighth of his daily pay as the basis for calculating the hourly rate. For Sunday and holiday work the rate of pay shall be double the employees' regular rate of pay, and for other periods of overtime work it shall be one and one-half times such regular rate of pay. But overtime will not be computed for less than one-half hour. Half hours and hours only will be regarded. When the overtime service is 15 minutes or less it shall not be calculated; when it is nearer the half hour than the hour it will be calculated on the basis of one-half hour.

5. The actual time when the employee is required to commence the supervision of operation or inspection is the time when the working day of the employee shall be considered to begin. The time an employee is allowed for changing clothing or for meals shall be deducted from the working time, and the time an employee finishes supervision of operation, or inspection, in the departments to which he is assigned shall be considered as the time the working day ends.

6. The management of an establishment desiring to operate any of its departments under conditions which will require the services of any Bureau of Animal Industry employee on Sunday or a holiday, or for more than eight working hours of a week day, shall, in the manner and form hereinafter prescribed request inspection for such overtime, and shall agree to reimburse the Secretary of Agriculture for such overtime upon receipt of notice from the Bureau of Animal Industry.

7. When overtime work is requested application therefor shall be made by a responsible official of the establishment on O. T. form No. 1 (in duplicate) as follows:

(Date) _____

Dr. _____, Inspector in Charge,
Bureau of Animal Industry,
_____, _____.

Permission is requested to operate _____ department of Establishment No. ____, during the following hours _____. Therefore please arrange to provide inspection during such hours.

The undersigned hereby agrees to reimburse the Secretary of Agriculture on demand in an amount equal to that paid by him to the employees of the Bureau of Animal Industry for the overtime work performed by said employees in accordance with this request and the regulations governing overtime payment.

(Signed) _____

(Per) _____

(Title of Official).

8. Upon receipt by the Bureau of a monthly overtime report, there shall be prepared by the office of Accounts an overtime pay roll covering employees rendering overtime service. Payment for such overtime service shall then be made in the usual manner, and thereupon a claim, based on payments made, shall be submitted to the establishments for whom overtime service has been performed. Remittances should be sent to the Bureau of Animal Industry, Department of Agriculture, District of Columbia, and should be made payable to "Disbursing Clerk, U. S. Department of Agriculture."

D. F. Houston

Secretary of Agriculture.

United States Department of Agriculture,
Bureau of Crop Estimates,
Washington, D. C.

File copy

July 29, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has considered the attached memorandum from the Chief of the Bureau of Animal Industry, dated July 16, 1919, in regard to payment for overtime work of Meat Inspection employees and suggesting the issuance of an order from your office to cover the same. Herewith find draft of a memorandum prepared by the Committee.

The Committee also recommends your approval of the attached copy of instructions which the bureau proposes to issue for the guidance of its employees engaged on meat inspection work.

Your especial attention is invited to the allowances for overtime work which, for Sundays and holidays, will be double the employee's regular rate of pay, and for other periods of overtime work it will be one and one-half times such regular rate of pay. When an employee actually receives the bonus provided by Congress, his rate of overtime pay will be the total compensation received by him; e. g., an employee serving at the rate of $1,800 per annum and receiving the bonus of $240 will be reported at the rate of $2,040 per annum. This is a matter entirely for your determination and the Committee recommends your approval.

Respectfully submitted:

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

MR. HARRISON:

Referring to paragraph 6 in the proposed memorandum No. ___, providing for payment for overtime work of meat inspection employees, I am of the opinion that said section 6 from a legal standpoint is all right. However, in order to simplify the memorandum, I suggest for your consideration that section 6 be stricken out; that the subsequent sections be appropriately numbered, and that section 1 be amended to read as follows:

> "1. All work performed in an official establishment pursuant to an application made under ~~section 7 (section 8 of the present draft)~~ paragraph which requires Bureau of Animal Industry employees to remain on duty more than eight working hours in any one regular working day shall be paid for as overtime for the period each employee is on duty in excess of eight working hours."

Solicitor.

Enclosures.

Instructed to the contrary

BHR/K B-

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

August 1, 1919.

Memorandum for the Secretary.

Dear Mr. Secretary:

With reference to the proposed Memorandum attached providing for payment of overtime for meat inspection employees, the following changes are respectfully recommended:

1. That the last sentence in paragraph 2 on page 1 to be changed so as to read as follows:

"Sundays and holidays shall be regarded as beginning and ending at midnight."

2. That the last sentence in paragraph 4 on page 2 be changed to read as follows:

"When the overtime service is 15 minutes or less it shall not be calculated; when it is nearer the half hour than the hour it shall be calculated on the basis of half an hour."

3. That paragraph 5, page 2, be changed to read as follows:

"The actual time when the employee is required to commence the supervision of operation or inspection is the time when the working day of the employee shall be considered to begin. The time an employee is allowed for changing clothing or for meals shall be deducted from the working time, and the time an employee finishes supervision of operation, or inspection, in the departments to which he is assigned shall be considered as the time the working day ends."

Very truly yours,

B. H. Rawl

Acting Chief of Bureau.

Inclosures.

INTER-OFFICE MEMORANDUM

DATE

SUBJECT

TO

FROM

1—259

BUREAU INSTRUCTIONS

For carrying out the order of the Secretary of Agriculture governing payments for overtime work under the Meat Inspection Law.

INSPECTORS IN CHARGE:

For the purpose of carrying out the regulations of the Secretary governing payments for overtime work under the law authorizing such payments, you will observe the following instructions, which will be supplemented, from time to time, as experience may show to be necessary:

1. Inspectors in charge will arrange assignments in such manner that the working hours of the various employees will be divided as equitably as practicable.

2. Where possible, an employee on a short shift must be required to relieve an employee who has a longer shift in order that overtime services will not be unnecessarily required.

3. An employee assigned at an establishment where a small volume of operations is conducted will arrange his hours of work in such manner as to avoid any unnecessary overtime service.

4. Inspectors in charge, when called upon by packing companies to furnish the services of Bureau employees for overtime work, and when such companies have entered into agreement to make reimbursement for such overtime in accordance with the Agricultural Appropriation Act approved July 24, 1919, shall prepare a daily overtime ticket, Form O.T.2, in triplicate, for all employees on such overtime detail. When the service is com-

pleted, or on the following day, one copy of this form shall be furnished to the company which received the service, one copy shall be retained by the inspector in charge, and the third copy shall accompany the monthly overtime report, Form O.T.3.

5. Not later than the third day of each month a monthly overtime report, Form O.T.3, shall be submitted in triplicate (an original and two carbon copies will be sufficient) for the services of the Bureau employees rendered each company during the preceding month. These reports must be made separately for each company, and will be used in the office of accounts in the preparation of an overtime pay roll from which payment will be made by the Disbursing Officer in the usual manner.

Chief of Bureau.

Chief of Bureau.

3

DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO.

Providing for Payment for Overtime Work of Meat Inspection Employees.

The attention of administrative officers of the Department of Agriculture is invited to the following provision of law which appears in the Act of July 24, 1919, making appropriations for the Department of Agriculture for fiscal year ending June 30, 1920 (Public No. 22 - 66th Congress):

> "That, hereafter, the Secretary of Agriculture is authorized, in his discretion, to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

To comply with the provisions of this section the following regulations are promulgated to govern the payment for such overtime work:

Substitute Executive

1. ~~All work performed in an official establishment, other than that mentioned in paragraph 6, which requires Bureau of Animal Industry employees to remain on duty more than eight working hours in any one regular working day shall be paid for as overtime for the period each employee is on duty in excess of eight working hours.~~

2. All work on Sundays and on New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of said National holidays, or on National holidays so declared by Executive Order, shall be paid for as overtime; but no other days shall be regarded as holidays within the meaning of this order. Sundays and holidays ~~work~~ shall be regarded as beginning and ending at midnight.

3. The overtime pay of an employee who receives the additional compensation of $240 authorized by Congress, shall be calculated on the basis of his entire compensation, including his basic salary and such additional compensation.

4. Overtime pay shall be calculated by the hour, and the pay of each employee shall be used, taking one-eighth of his daily pay as the basis for calculating the hourly rate. For Sunday and holiday work the rate of pay shall be double the employees' regular rate of pay, and for other periods of overtime work it shall be one and one-half times such regular rate of pay. But overtime will not be computed for less than one-half hour. Half hours and hours only will be regarded. When the overtime service is nearer the half hour than the hour it will be calculated on the basis of one-half hour.

5. The actual time when the employee commences operations is the time when the working day of the employee shall be considered to begin. The time an employee is allowed for changing clothing or for meals ~~at the official establishment at which he is on duty~~ shall be deducted from the working time, and the time an employee finishes supervision of operation, or inspection, in the departments to which he is assigned shall be considered as the time the working day ends.

~~6. When an employee is required to work more than eight hours to take the place of another employee on authorized leave of absence, or for the convenience of the Department or its employees in the performance of other duties made necessary by the general operation of departmental work, overtime pay will not be allowed. Inspectors in charge, assistants to inspectors in charge, or other employees when performing general duty at a station and not inspection work in a department of an official establishment, will not be eligible for overtime pay.~~

6. The management of an establishment desiring to operate any of its departments under conditions which will require the services of any Bureau of Animal Industry employee on Sunday or a holiday, or for more than eight working hours of a week day, shall, in the manner and form hereinafter prescribed request inspection for such overtime, and shall agree to reimburse the Secretary of Agriculture for such overtime upon receipt of notice from the Bureau of Animal Industry.

7. When overtime work is requested application therefor shall be made by a responsible official of the establishment on O. T. form No. 1 (in duplicate) as follows:

(Date)_____

Dr._____, Inspector in Charge,
Bureau of Animal Industry,
_____, _____.

Permission is requested to operate _____ department of Establishment No._____, during the following hours_____. Therefore please arrange to provide inspection during such hours.

The undersigned hereby agrees to reimburse the Secretary of Agriculture on demand in an amount equal to that paid by him to the employees of the Bureau of Animal Industry for the overtime work performed by said employees in accordance with this request and the regulations governing overtime payment.

(Signed)_____

(Per)_____

_____
(Title of Official).

8. Upon receipt by the Bureau of a monthly overtime report, there shall be prepared by the Office of Accounts an overtime pay roll covering employees rendering overtime service. Payment for such overtime service shall then be made in the usual manner, and thereupon a claim, based on payments made, shall be submitted to the establishments for whom overtime service has been performed. Remittances should be sent to the Bureau of Animal Industry, Department of Agriculture, District of Columbia, and should be made payable to "Disbursing Clerk, U. S. Department of Agriculture."

Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July , 1919.

MEMORANDUM NO.

Providing for Payment for Overtime Work of Meat Inspection Employees.

The attention of administrative officers of the Department of Agriculture is invited to the following provision of law which appears in the Act making appropriations for the Department of Agriculture for fiscal year ending June 30, 1920 (~~H. R. 7415~~):

> "That, hereafter, the Secretary of Agriculture is authorized, in his discretion, to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

To comply with the provisions of this section the following regulations are promulgated to govern the payment for such overtime work:

1. All work performed in an official establishment which requires Bureau of Animal Industry employees to remain on duty more than eight working hours in any one regular working day shall be paid for as overtime for the period each employee is on duty in excess of eight working hours.

2. All work on Sundays and on New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of said National holidays, or on National holidays so declared by Executive Order, shall be paid for as overtime; but no other days shall be regarded as holidays within the meaning of this order.

3. Overtime pay shall be figured by the hour and the pay of each employee involved shall be used taking one-eighth of his daily pay as the basis of figuring the hourly rate. For Sunday and holiday work the rate of pay shall be double the employee's regular rate of pay and for other periods of overtime work it shall be one and one-half times such regular rate of pay.

4. Employees who perform work for which overtime pay is collected from official establishments are the persons to whom such money as is collected for such work shall be paid.

5. ~~When considering~~ Sunday and holiday work ~~the day~~ shall be regarded as beginning and ending at midnight.

6. The management of an establishment desiring to operate any of its departments so as to require the services of any Bureau employee upon any Sunday or upon any holiday as herein specified, or for more than eight working hours of a week day, shall, in the manner and on the form ~~required by the Bureau~~, request inspection for such overtime, and ~~obligate itself~~ agree to pay for such overtime upon receipt of ~~due~~ notice from the Bureau of annual audit.

Thereafter presented,

Secretary.

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

CCC-NG C-

June 11, 1919.

Over Secretary's Signature

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Reference is made to the proposed proviso in the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1920, as follows:

> "Provided, That, hereafter, the Secretary of Agriculture is authorized, in his discretion, to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

During the past 18 months or more it has been necessary to provide inspection for many of the packing establishments at night , on Sundays, and on holidays. Employees of the packers who worked on such occasions have been paid by the packers, under agreement with the United States Arbitration Board, at the usual rates for overtime, while employees of the Department could not receive any increase for such overtime service. Should the proviso quoted become law, as now appears probable, it is proposed generally that the inspectors in charge of the various meat inspection stations shall keep an accurate record in detail of all overtime work performed by Department employees, that at the end of each month such records shall be transmitted to the Bureau and, after examination, an account shall be made up against each of the packers in whose establishment overtime work has been performed; such statements shall be forwarded to the packers with the request that checks covering the amounts be forwarded to Mr. Zappone, Disbursing Officer; that Mr. Zappone upon certification by this Bureau of the various accounts shall forward his checks to the employees entitled to pay for overtime. As to the rate of pay for overtime work, it is suggested that the usual rule governing overtime service in the meat packing establishments shall apply. This rule, I am informed, provides pay and a half for ordinary week-day overtime, and double pay for holidays and Sunday work.

Necessary forms and details of this plan have not been worked out as yet, but in general the outline seems to me to be the best way of handling the matter.

I shall be glad to have your formal approval of this plan.

Very truly yours,

J. R. Mohler

Chief of Bureau.

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

HG-WJ C-

July 16, 1919.

Memorandum for the Secretary:

Referring to the provision in the appropriation bill for the current fiscal year governing the payment for overtime of meat inspection employees, the following suggestions are proposed to govern the payment for such overtime work:

All work performed in an official establishment which requires Bureau employees to remain on duty more than eight working hours in any one regular working day shall be paid for as overtime for the period each employee is on duty in excess of eight working hours.

All work on Sundays and on New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of said National holidays, shall be paid for as overtime.

Overtime pay shall be figured by the hour and the pay of each employee involved shall be used taking one-eighth of his daily pay as the basis of figuring the hourly rate. For Sunday and holiday work the rate of pay shall be double the employee's regular rate of pay and for other periods of overtime work it shall be one and one-half times such regular rate of pay.

Employees who perform work for which overtime pay is collected from official establishments are the persons to whom such money as is collected for such work shall be paid.

The management of an establishment desiring to operate any of its departments so as to require the services of any Bureau employee upon any Sunday or upon any holiday as herein specified, or for more than eight working hours of a week day, shall, in the manner and on the form required by the Bureau, request inspection for such overtime, and obligate itself to pay for such overtime upon receipt of due notice from the Bureau.

If such procedure meets with your approval it is suggested that the foregoing data be issued as an order from your office to govern the payment for overtime work under the provisions contained in the appropriation bill. It is believed that this is an administrative matter rather than a matter for regulation under the meat inspection law.

For your information there is also attached hereto a copy of instructions which the Bureau proposes to issue for the guidance of its employees engaged on meat inspection work.

(Enclosure)

Chief of Bureau.

INSTRUCTIONS.

When overtime work is required application therefor shall be made by a responsible official of the establishment requiring such overtime upon O.T. Form No.1 (in duplicate) as follows:

(Date) _____

Dr. _____, Inspector in Charge,
Bureau of Animal Industry,
_____, _____.

Permission is requested to operate _____department of Establishment No._____during the following hours_____. Therefore please arrange to provide inspection during such hours.

The undersigned hereby agrees to reimburse the Secretary of Agriculture on demand in an amount sufficient to pay the employees of the Bureau of Animal Industry for the overtime work performed by said employees in accordance with this request, payment to be made at such rates not to exceed one and one-half pay for week day overtime and double pay for holiday and Sunday overtime, and at such times as may be determined by the Secretary of Agriculture.

(Signed) _____(Company)_____

(Per) _____

_____
(Title of Official)

Overtime will not be computed for less than one-half hour. Half hours and hours only will be figured. When the overtime service is nearer the half hour than the hour it will be figured as consuming one-half hour.

The actual time when the employee commences operations is the time that the working day of the employee begins. The time an employee is allowed for changing clothing or for mealtimes at the official establishment at which he is on duty must be deducted from the working time.

The time an employee finishes supervision of operation, or inspection in the departments to which he is assigned is the time the working day ends.

When considering Sunday and holiday work the day is considered as beginning and ending at midnight.

When for the convenience of the Department or its employees an employee is required to work more than eight hours, overtime charge on such account will not be allowed; e.g., the assignment of employees to take the place of other employees granted leave, or for the performance of other duties made necessary by the general operation of the Departmental work.

Inspectors in charge, Assistants to Inspectors in charge, or other employees when performing general duty at a station and not inspection work in a department of an official establishment, will not be eligible to overtime pay.

Inspectors in charge will arrange assignments in such a manner that the working hours of the various employees will be divided as equitably as is practicable.

Where possible an employee on a short shift must be required to relieve an employee who has a longer shift in order that overtime services will not be unnecessarily required.

An employee assigned at an establishment where a small volume of operations is conducted will arrange his hours of work in such a manner as to avoid any unnecessary overtime service.

Inspectors in charge, when called upon by packing companies to furnish the services of Bureau employees for overtime work and when

such companies have entered into agreement to make reimbursement for such overtime in accordance with the Agricultural Appropriation Act, approved July 5, 1919, shall prepare a daily overtime ticket, Form O.T.2, in triplicate, for all employees on such overtime detail. When the service is completed, or on the following day, one copy of this form shall be furnished to the company which received the service, one copy shall be retained by the inspector in charge, and the third copy shall accompany the monthly overtime report, Form O.T.3.

Not later than the third day of each month a monthly overtime report, Form O.T.3, shall be submitted in triplicate (an original and two carbon copies will be sufficient) for the services of Bureau employees rendered* each company during the preceding month. These reports will be used in the office of accounts in the preparation of an overtime payroll from which payment will be made by the Disbursing Officer in the usual manner.

~~An~~ Within the scope of Circulation of an employee's ~~rate of~~ overtime pay shall, ~~when the employee actually~~ receives the bonus provided by Congress, be ~~stated as~~ the total compensation received by him; e.g., an employee serving at the rate of $1800 per annum and receiving the bonus of $240 shall be reported at the rate of $2040 per annum.

*It should be noted carefully that separate overtime reports shall be submitted for ~~each company~~.

July 29, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has considered the attached memorandum from the Chief of the Bureau of Animal Industry, dated July 16, 1919, in regard to payment for overtime work of Meat Inspection employees and suggesting the issuance of an order from your office to cover the same. Herewith find draft of a memorandum prepared by the Committee.

The Committee also recommends your approval of the attached copy of instructions which the bureau proposes to issue for the guidance of its employees engaged on meat inspection work.

Your especial attention is invited to the allowances for overtime work which, for Sundays and holidays, will be double the employee's regular rate of pay, and for other periods of overtime work it will be one and one-half times such regular rate of pay. When an employee actually receives the bonus provided by Congress, his rate of overtime pay will be the total compensation received by him; e. g., an employee serving at the rate of $1,800 per annum and receiving the bonus of $240 will be reported at the rate of $2,040 per annum. This is a matter entirely for your determination and the Committee recommends your approval.

Respectfully submitted:

Chairman,
Advisory Committee on Finance
and Business Methods.

Enclosures.

July , 1919.

MEMORANDUM NO.

Providing for Payment for Overtime Work of Meat Inspection Employees.

The attention of administrative officers of the Department of Agriculture is invited to the following provision of law which appears in the Act making appropriations for the Department of Agriculture for fiscal year ending June 30, 1920 (H. R. 7413):

> "That, hereafter, the Secretary of Agriculture is authorized, in his discretion, to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

To comply with the provisions of this section the following regulations are promulgated to govern the payment for such overtime work:

1. All work performed in an official establishment which requires Bureau employees to remain on duty more than eight working hours in any one regular working day shall be paid for as overtime for the period each employee is on duty in excess of eight working hours.

2. All work on Sundays and on New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of said National holidays, or on National holidays so declared by Executive Order, shall be paid for as overtime; but no other days shall be regarded as holidays within the meaning of this order.

3. Overtime pay shall be figured by the hour and the pay of each employee involved shall be used taking one-eighth of his daily pay as the basis of figuring the hourly rate. For Sunday and holiday work the rate of pay shall be double the employee's regular rate of pay and for other periods of overtime work it shall be one and one-half times such regular rate of pay.

4. Employees who perform work for which overtime pay is collected from official establishments are the persons to whom such money as is collected for such work shall be paid.

5. When considering Sunday and holiday work the day shall be regarded as beginning and ending at midnight.

6. The management of an establishment desiring to operate any of its departments so as to require the services of any Bureau employee upon any Sunday or upon any holiday as herein specified, or for more than eight working hours of a week day, shall, in the manner and on the form required by the Bureau, request inspection for such overtime, and obligate itself to pay for such overtime upon receipt of due notice from the Bureau.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

C

July 12, 1919.

MEMORANDUM FOR CHAIRMAN, ADVISORY COMMITTEE ON FINANCE AND BUSINESS METHODS.

Dear Mr. Estabrook:

Acting Secretary, Mr. Ousley, has approved the plan proposed by the Committee on Finance and Business Methods as set out in your memorandum of July 2, 1919, respecting the method of providing for overtime work performed by employees of the Bureau of Animal Industry in establishments subject to the provisions of the Meat Inspection Act. The Bureau has been so advised. A copy of my letter to Dr. Mohler is attached.

Very truly yours,

Assistant to the Secretary.

Enclosure.

July 12, 1919.

Acting Secretary, Mr. Dunlop, has approved the plan proposed by the Committee on Finance and Business Methods as set out in your [illegible] overtime work performed by employees of the Bureau of Animal Industry in establishments subject to the provisions of the Meat Inspection Act. The Bureau has been so advised. A copy of my letter to Dr. Mohler is attached.

Very truly yours,

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 12, 1919

MEMORANDUM FOR THE BUREAU OF ANIMAL INDUSTRY.

Dear Dr. Mohler:

The arrangement proposed in your memorandum of June 11 regarding the payment for overtime work performed by employees of the Bureau of Animal Industry in establishments subject to the provisions of the Meat Inspection Act was taken up with the Comptroller of the Treasury to determine whether the plan could legally be followed. It appears that the Comptroller stated as his informal opinion that under the wording of the provision, the proposed arrangement would not be possible; that Congress evidently intended that the Department should first pay its employees out of the funds of the Department, and then secure reimbursement from the packers, as the provision of the law is clearly so worded. It will be necessary, therefore, for the Bureau to secure reimbursement from the packers at the proper time, transmitting the money to the Disbursing Clerk for deposit to the credit of the proper appropriation. While the question, as to whether the money should be deposited to the credit of "Miscellaneous Receipts" was not specifically discussed with the Comptroller, it was represented to the Comptroller that the action herein proposed would probably be followed. When the packers are called upon for a refund, a payroll should be made up in duplicate giving the name and title of each employee, one copy to go to the packers, and one copy to be sent to the Disbursing Clerk later when the money is refunded, to be by him forwarded to the Treasury. The details of this arrangement should be worked out by your Bureau and the Disbursing Clerk of the Department.

Very truly yours,

(Signed) C. W. Warburton

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 12, 1921.

MEMORANDUM FOR THE BUREAU OF ANIMAL INDUSTRY.

Dear Sir, Doctor:

The arrangement proposed in your memorandum of June 13 regarding the payment for overtime work performed by employees of the Bureau of Animal Industry in establishments subject to the provisions of the meat inspection act was taken up with the Comptroller of the Treasury to determine whether the plan could legally be followed. It appears that the Comptroller stated as his informal opinion that under the wording of the provision, the proposed arrangement would not be permissible, that there was evidently intended that the Department should first pay its employees out of the funds of the Department, and then secure reimbursement from the packers, as the provision of the law is clearly no mandate. It will be necessary, therefore, for the Bureau to secure reimbursement from the packers at the proper time, transmitting the money to the Disbursing Clerk for deposit to the credit of the proper appropriation.

As to the question, as to whether the money should be deposited in the credit of "Miscellaneous receipts" was not specifically discussed with the Comptroller, it was represented to the Comptroller that the packer people proposed would probably be followed. When the packers are billed some for a refund, a payroll should be made up in duplicate giving the name and title of each employee, one copy to go to the packers, and one copy to be sent to the disbursing clerk later when the money is received to pay the amounts due to the employees. The detail of this arrangement should be worked out by your Bureau and the Disbursing Clerk.

Very truly yours,

[illegible]

Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

July 12, 1919.

MEMORANDUM FOR CHAIRMAN, ADVISORY COMMITTEE ON FINANCE AND BUSINESS METHODS.

Dear Mr. Estabrook:

Acting Secretary, Mr. Ousley, has approved the plan proposed to the by the Committee on Finance and Business Methods as set out in your memorandum of July 2, 1919, respecting the method of providing for overtime work performed by employees of the Bureau of Animal Industry in establishments subject to the provisions of the Meat Inspection Act. The Bureau has been so advised. A copy of my letter to Dr. Mohler is attached.

Secretary's File Room
(Signed)

Very truly yours,

Assistant to the Secretary.

Enclosure.

OFFICE OF
CHIEF OF BUREAU.

United States Department of Agriculture,

Bureau of Crop Estimates,

WASHINGTON, D. C.

July 2, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has considered the attached memorandum from the Chief of the Bureau of Animal Industry, dated June 11, quoting the section in the Act making Appropriations for the Department of Agricultire for the fiscal year ending June 30, 1920, which provides:

> "That, hereafter, the Secretary of Agriculture is authorized, in his discretion, to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all over time work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such over time work is performed reimbursement for any sums paid out by him for such over time work."

The Bureau of Animal Industry suggests certain lines of procedure to carry this provision into effect, the essential features being that it is proposed generally that inspectors in charge of the various meat inspection stations shall keep an accurate record in detail of all over time work performed by Department employees; that at the end of each month such records shall be transmitted to the Bureau and, after examination, an account shall be made up against each of the packers in whose establishment over time has been performed; such statements shall be forwarded to the packers with request that checks covering the amount be forwarded to the Disbursing Clerk; that the Disbursing Clerk forward, upon certification of the Bureau of the various accounts, his checks to the employees entitled to pay for over time.

In view of the apparent difference between the wording of the provision referred to in the communication of the Bureau of Animal Industry and the action recommended by that Bureau, it was thought best by the Committee to consult with the Comptroller of the Treasury to ascertain whether the amount involved could be first obtained from the packers and then paid to employees of this Department, after overtime had been performed, and after considering the discussions of officials of the Bureau of Animal Industry before the House Committee on Agriculture. Mr. Zappone was requested to represent the Committee for this purpose. It appears that the Comptroller stated as his informal opinion that under the wording of the provision such an arrangement would not be possible; that Congress evidently intended that the Department should first pay its employees out of the funds of the Department and then secure reimbursement from the packers,

as the provision of law is clearly so worded. In view of this the Committee recommends that the Bureau of Animal Industry be so advised and instructed to secure reimbursement from the packers at the proper time, transmitting the money to the Disbursing Clerk for deposit to the credit of the proper appropriation. While the question as to whether the money should be deposited to the credit of "Miscellaneous Receipts" was not specifically discussed with the Comptroller, the Disbursing Clerk made the statement to the Comptroller that action similar to that recommended by the Committee would probably be followed. If this action is later not found correct the money can then be deposited to the credit of "Miscellaneous Receipts." It is also suggested by the Committee that in case its recommendations are approved and the packers are called upon for a refund, that a pay-roll be made up in duplicate giving the name and title of each employee, one copy to go to the packers and one copy sent to the Disbursing Clerk later when the money is refunded, to be by him forwarded to the accounting officers of the Treasury. The details of any such arrangement can be worked out between the Bureau of Animal Industry and the Disbursing Clerk.

Respectfully submitted:

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF CROP ESTIMATES,
WASHINGTON, D. C.

June 12/19

Messrs Zappone AJ 6/16/19
Reese Reese 6/13
Ashley [illegible] 6/17/19

Please formulate reply.
Scheme of B.A.I. looks
OK to me but may
need to be a little
more specific as to
forms to be agreed
upon between B.A.I
& Disbursing Officer.

Showed in Submitted
to Comptroller, unless can
be changed. AJ 6/18

A. S. 1357. 8—2724

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 1, 1919.

MEMORANDUM NO. 289.

Amendments to the Fiscal Regulations.

Effective August 1, 1919, sections (p) and (q) of Paragraph 83, and section (e) of Paragraph 86 of the Fiscal Regulations, as amended by Memorandum No. 271, dated April 1, 1919, are hereby further amended to read as follows:

Paragraph 83:

(p) Street-car, transfer-coach, omnibus, cab, carriage, and taxicab fares, in amounts not exceeding locally prevailing rates, except when incurred between place of lodging, or where meals are taken and place where duty is to be performed (see section i): Provided, That where duty is performed at more than once place on any one day street-car or other fares may be allowed between such places of duty: Provided also, That satisfactory explanations as to necessity accompany charges for taxicab or other means of transportation more expensive than street cars: Provided, however, That an employee may properly choose his residence in a suburb of his official station, and personal transfers will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. Payments in excess of 50 cents due to higher locally prevailing rates must be explained in writing;

(q) Transfer of baggage at locally prevailing rates for one piece of personal baggage, and for each additional piece of baggage containing Government property or private property for Government use: Provided, however, That an employee may properly choose his residence in a suburb of his official station, and transfers of baggage will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. (For rates in the District of Columbia see Appendix G.) Payments in excess of 50 cents due to higher locally prevailing rates must be explained in writing;

Paragraph 86:

(e) Street-car, transfer-coach, omnibus, cab, carriage, or taxicab fares will be allowed for each personal transfer if the charge is not in excess of locally prevailing rates: Provided, That satisfactory explanations as to necessity accompany charges for taxicabs or other means of transportation more expensive than street cars. Tips to drivers or chauffeurs will not be allowed. Transfers of baggage at locally prevailing rates for one piece of personal baggage and for each additional piece of baggage containing Government property or private property for Government use will be allowed. (For rates in the District of Columbia see Appendix G.) Every charge for baggage transfers included in reimbursement accounts must be supported by a statement indicating the kind of baggage transferred (whether hand bag, suit case, trunk, etc.) and the number of pieces. An employee may properly choose his residence in a suburb of his official station, and personal transfers and transfers of baggage will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. Payments in excess of 50 cents for personal transfers and transfers of baggage must be explained in writing. Personal transfers and transfers of baggage between hotels will be allowed only when satisfactorily explained. Storage charges on baggage to avoid frequent transfers may be allowed when properly explained.

J. F. Austin

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 14, 1919.

MEMORANDUM NO. 290

Admendments to the Administrative Regulations.

Paragraphs 12 (b), 35, and 67 (b) of the Administrative Regulations of this Department are hereby amended to read as follows:

12. SELECTION FROM CERTIFICATES.-

(b) Physical or mental unfitness for the position for which he applies: Provided, That the commission may, in its discretion, exempt from the physical requirements established for any position a disabled and honorably discharged soldier, sailor, or marine upon the certification of the Federal Board for Vocational Education that he has been especially trained for and has passed a practical test demonstrating his physical ability to perform the duties of the class of positions in which employment is sought.

35. EFFICIENCY RATINGS THAT MUST BE OBTAINED.- "Good" shall be the minimum rating of efficiency which must be attained by an employee in order to be promoted; "Fair" shall be the minimum rating which must be attained by an employee in order to continue in his present grade. An employee receiving the rating of "Fair" shall receive due notice thereof in writing from the Chief of Bureau at the time the rating is given, with suggestions as to possible means of improving his efficiency. He shall also be advised that if his subsequent service shows further decrease in efficiency, the question of his demotion or dismissal will be considered. A rating of "Poor" will immediately raise the question of his demotion or dismissal.

67. NONSELECTION FROM CERTIFICATES FOR FIELD APPOINTMENTS.-

(b) Physical or mental unfitness for the position for which he applies: Provided, That the commission may, in its discretion, exempt from the physical requirements established for any position a disabled and honorably discharged soldier, sailor, or marine upon the certification of the Federal Board for Vocational Education that he has been especially trained for and has passed a practical test demonstrating his physical ability to perform the duties of the class of positions in which employment is sought.

C. W. Marvin

Acting Secretary.

OFFICE OF
CHIEF OF BUREAU.

United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C.

August 19, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith draft of a memorandum amending Paragraphs 12 (b), 35, and 67 (b) of the Administrative Regulations. The amendments to Paragraphs 12(b) and 67 (b) seem appropriate in view of Memorandum No. 286 and accompanying data, in regard to cooperation with the Federal Board for Vocational Education in the training of disabled soldiers, sailors and marines. The amendment to Paragraph No. 35 of the regulations is suggested in the accompanying memorandum of Mr. Ashley dated June 19 in regard to the subject of efficiency ratings. In case the latter amendment is approved it is understood that the Chief Clerk of the Department will prepare a revision of the Circular of the Office of the Secretary dated October 10, 1913, describing the system of efficiency ratings.

Very truly yours,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

OFFICE OF THE SECRETARY OF AGRICULTURE

Floyd: I think the Amendment as it appears is OK. Under this plan, the question is raised and action can be taken to prefer charges against the employee concerned. That course may not be warranted in all cases, and it seems to me it would be better to leave the matter open and let the Chief of Bureau act as circumstances may warrant. If the proposed provision for charges, it might result in marking employees higher than they should be. I think we can depend on Bureau chiefs taking appropriate action.

(H.A.W.)

Pres

A memo to Bureau
chiefs should be written
calling special attention
to Amendment No. 35, in order
that may spread
the news to all employees.

OFFICE OF THE SECRETARY OF AGRICULTURE

Aug. 22.

Mr. Harrison:

Under the proposed amendment to paragraph 35 regarding efficiency ratings, the last sentence leaves the matter up in the air. Why not state unequivocally "should an employee receive a rating of 'poor' charges should be preferred against him immediately looking to his demotion or dismissal. This, of course, will give the Secretary sufficient latitude, as he has a right to waive his own regulation. The regulation itself, however, should be made specific. As the sentence now reads it can mean anything, everything or nothing.

OK.

OFFICE OF THE SECRETARY OF AGRICULTURE

Mr. J.

What do you think of the proposed amendment to the forthcoming regulations — that it will be a good thing and should be well to delay the matter until they return and get the judgment on it also?

J.

Ack Dep OK

U. S. Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C., Aug 13th, 1919

Mr. Krueger,
Crop Estimates.

Please prepare necessary amendments to the Administrative Regulations and bring over for Sub Committee's Consideration.

Respy
A Gaposchkin

UNITED STATES DEPARTMENT OF AGRICULTURE,

OFFICE OF THE APPOINTMENT CLERK,

WASHINGTON, D. C.

August 6, 1919.

MEMORANDUM FOR MR. ZAPPONE.

Dear Mr. Zappone:

As Civil Service Rule 5, regarding qualifications of applicants for civil service examinations, has been amended, in accordance with the enclosed changes by the Federal Board of Vocational Education, it appears desirable that paragraphs 12 (b) and 67 (b), of the Administrative Regulations, which read as follows: "Physical or mental unfitness for the position for which he applies", should be amended to read:

> "Physical or mental unfitness for the position for which he applies, provided, that the Commission may, in its discretion, exempt from the physical requirements established for any position a disabled and honorably discharged soldier, sailor, or marine upon the certification of the Federal Board for Vocational Education that he has been specially trained for and has passed a practical test demonstrating his physical ability to perform the duties of the class of positions in which employment is sought."

Very truly yours,

P L Gladmon

Appointment Clerk.

Dear Mr. Zappone:

The amendment of Executive Order of October 13, 1905, quoted on next to last page of these papers, appears to require an amendment of Administrative Regulation No. 51.

I suggest consideration by the sub-committee of Com. on Finance at a convenient time.

R. M. Reese

8.119 Chief Clerk.

other changes will be necessary in the Administrative Regulations.

Respy

A Zappone

U. S. Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C., Aug 5th, 1919.

Dear Mr. Gladman,
Appointment Clerk.

Kindly note remarks of Mr. Reese and let me know if any other changes will be necessary in the Administrative Regulations.

Respy
A Zoppone

FEDERAL BOARD FOR VOCATIONAL EDUCATION
200 New Jersey Avenue Northwest
Washington

Office of the Board.

The Federal Civil Service regulations have been amended by an executive order of the President. The regulations, as amended, place upon the Federal Board for Vocational Education the responsibility of testing, training, and certifying to the United States Civil Service Commission disabled soldiers, sailors, and marines who desire to enter Civil Service employment. The ammended regulations permit the fullest cooperation of government agencies with the Federal Board in the vocational rehabilitation of men disabled in the war against Germany.

Everybody desires to cooperate with the Federal Board in the discharge of its duties to men disabled in the service. Individuals and private institutions are working with the Federal Board in a most patriotic way. The Government Departments have been desirous of lending full cooperation. This is now possible because of the removal of certain restrictions.

Arrangements for meeting this changed situation have been worked out by representatives of the Federal Board and the United States Civil Service Commission and stated in a publication of the Federal Board designated as C.L.H.#55, copy of which is attached hereto. Additional copies of this circular letter can be obtained by addressing the Federal Board for Vocational Education, Washington, D. C.

The Federal Board proposes to discharge its obligations under the amendments to the Civil Service regulations through cooperative arrangements with the Government Departments and through the expert advice, council, and assistance of Government officials and employees.

The amended regulations permit the Civil Service Commission to exempt a disabled soldier, sailor, or marine from the physical requirements, providing he has been tested or trained and certified by the Federal Board for Vocational Education. The executive order also permits the Federal Board to utilize government facilities and services of Federal officers and employees in the execution of this provision.

The Federal Board has outlined the procedure set forth herein to reach the ends desired, and you are hereby authorized to cooperate with its agents in the execution thereof.

You are permitted and authorized to arrange with agents of the Federal Board to try out disabled soldiers, sailors, and marines by a practical test on the job to determine if the disabled man has the physical ability to perform the work required. If the test indicates that the man can qualify physically, you are authorized to arrange with the Federal Board to train the man "on the job" for the work he is to perform, providing

this kind of training, in the opinion of the Federal Board, is desirable and feasible and, in your opinion, is not seriously detrimental to the public service. If such training is deemed to be seriously detrimental to the public service, a detailed report giving the reasons for this decision should be made to the Federal Board, which may submit this report to the department concerned for conference as to the final disposition of the case.

It is not expected that there will be a large number of placement training cases, which means simply that the man is trained on the job by a government employee or official. Most cases after a try-out for physical ability will be trained in established institutions offering suitable courses. Probably not a very large number of cases will need to be tried out by a practical test of physical ability. This question can usually be determined through the joint action of the Federal Board and the United States Civil Service Commission.

This is simply and solely a "try-out" and "training" proposal of the Federal Board and does not imply that the person being tried out for physical ability or trained to perform the detailed work of a position will be placed in the specific position in which he is tried out or trained but in a like position elsewhere by regular methods under the amended civil-service regulations and Vocational Rehabilitation Act.

Men being tried out or trained as set forth herein will receive no remuneration from the government other than the stipulated sums paid by the Federal Board under the provisions of the amended Vocational Rehabilitation Act.

Any arrangements entered into for placement training, should be submitted to the Federal Board for Vocational Education, Washington, D. C., through the Federal Board district office. Before any further action is taken, the Federal Board, through a designated representative, will confer with the person delegated by the department concerned to represent it in these matters. If the agreement receives the joint approval of the Department representative and the Federal Board, the placement training can begin under the agreement.

No further formal arrangements will be required to test or "try out" a man's physical ability to do the work of a specified job. This can be done by mutual agreement between the local representatives of the Federal Board and the government agency concerned, acting under this authorization. "Test" and "try-out" cases need to be referred to Washington only when it is impossible for local representatives to agree or when the test is likely to be prolonged so that it ammounts in reality to placement-training.

DISTRICT VOCATIONAL OFFICES

Districts.	Addresses.	States.
District No. 1.		
F. T. A. McLeod	Boston, Mass., 1201 Little Bldg., 60 Boylston St.	Maine, Vt., N. H., Mass., Rhode Island.
Branch Office	Portland, Maine, 524-26 Masonic Bldg.	
District No. 2.		
A. W. Griffin	New York, N. Y., 469 Fifth Ave.	Conn., New York, N. J.
District No. 3.		
Uel W. Lamkin	Philadelphia, Pa., 1211 Chestnut St.	Penna., Delaware.
Branch Office	Pittsburgh, Pa., 491 Union Arcade Bldg.	
District No. 4.		
W. H. Magee	Baltimore, Md., 660 Lexington Bldg.	District of Columbia, Virginia, West Va.
Branch Offices		
Willis W. Grant	Norfolk, Va., 400 Flatiron Bldg.	
L. C. Cummings	Baltimore, Md., 411 Park Bank Bldg., 104 Lexington St.	
District No. 5.		
C. G. Schultz	Atlanta, Ga., 823 Forsyth Bldg.	N. C., S. C., Ga., Tenn., Fla.
District No. 6.		
James I. Sibley	New Orleans, La., 412-32 Maison Blanche Annex.	La., Ala., Miss.

District No. 7.

W. F. Shaw	Cincinnati, Ohio, 1212-14 Mercantile Library Bldg.	Ohio, Ky., Indiana.
Branch Office C. A. Preston	Cleveland, Ohio, Home Service Section, A.R.C. Park Bldg.	

District No. 8.

Chas. W. Sylvester	Chicago, Illinois, 814 Consumers Bldg.	Mich., Ill., Wis.
Branch Office	Detroit, Mich., 807 Owen Bldg.	

District No. 9.

C. E. Partch	St. Louis, Mo., 815-824 Chemical Bldg.	Missouri, Iowa, Nebraska, Kansas
Branch Office B. M. Stigall	Kansas City, Mo. Divisional Vocational Office No. 9.	

District No. 10.

Harry W. Jones	Minneapolis, Minn., 742 Metropolitan Bank Bldg.	Minn., N.Dak., S.Dak. Montana

District No. 11.

H. Allen Nye	Denver, Colo., 400 Mercantile Bldg.	Colorado, Wyoming, N. Mexico, Utah

District No. 12.

R. T. Fisher	San Francisco, Calif., 997 Monadnock Bldg.	California, Nevada, Arizona

District No. 13.

C. H. Anderson	Seattle Washington, 539 Central Bldg.	Idaho, Oregon, Wash.

District No. 14.

W. F. Doughty	Dallas, Texas, 810 Western Indemnity Bldg.	Texas, Arkansas, Oklahoma.

FEDERAL BOARD FOR VOCATIONAL EDUCATION C. L. H.-55

200 NEW JERSEY AVENUE NORTHWEST

WASHINGTON

OFFICE OF THE BOARD

May 20, 1919.

From: Chief, Division of Rehabilitation.

To: All District Vocational Officers.

Re: Civil Service Amendments.

1. The Civil Service Regulations have been amended. Two important changes which affect disabled soldiers, sailors and marines have been made.

(a) The Civil Service Commission may exempt a man tested, trained and certified by the Federal Board from the physical requirements of the Civil Service regulations. (See paragraph 8, (b))

(b) The Federal Board may utilize government facilities and the services of federal officers and employees in the training and testing of disabled men. (See paragraph 8, (a))

2. These changes have been made to give effect to the law imposing upon the Federal Board the duty of rehabilitating disabled men and are in harmony with the preferences extended to veterans in appointments to the Civil Service by Public Acts 275 and 325 of the Sixty-fifth Congress. (See paragraph 7, (a) and (b))

3. This circular is sent at this time mainly to acquaint the District Offices with the progress that has been made regarding training for Government positions. The President's authorization in no sense constitutes an order on subordinate Government officials anywhere to carry on this training. District Officers should feel free, when advisable, to negotiate with such officials on a purely tentative basis. If such officials are willing to go ahead and make arrangements, they can be carried out at once. If such officials say, as probably many of them will, that they must have authorization from their departments at Washington, negotiations should cease. Officials should be asked not to

write to Washington, because the Federal Board is now taking up with the various department heads at the Capital a plan for cooperation, which can be carried on throughout the country with the approval and direction of such departments.

4. The Federal Board has entered into a working arrangement with the Civil Service Commission whereby these changes in regulations can be made effective for the testing and training of disabled men for civil service positions.

5. To carry out the plan it will be desirable in many cases to utilize government agencies. As the Federal Board finds it necessary in many cases to request private employers of labor, and owners of manufacturing establishments, to admit as students soldiers undergoing rehabilitation, it would not be consistent to exclude those soldiers from similar establishments under government control.

6. Where a person coming within the provisions of either of the statutes referred to below (see paragraph 7) can comply with the physical standards in effect for the examination for which application is made, his case will require no special action. Where it is apparent to the Civil Service Commission that his physical condition is such that he would not ordinarily be accepted, the case will be referred to the Federal Board for Vocational Education. The Board will then decide whether it is practicable to educate him for the position sought. If considered practicable, the rehabilitation and education will be given and, when completed, certification of that fact will be made to the Civil Service Commission. Where the Board does not consider it desirable to attempt the education for the position sought, other positions will be considered and suggested to him, but he will not be admitted to the one for which his physical condition constitutes an irremediable bar.

7. The bases of these modifications to the Civil Service regulations are found in two enactments of the Sixty-fifth Congress.

(a) Public Act 275 is,

> "That all former Government employees who have been drafted or enlisted in the military services of the United States in the war with Germany shall be reinstated on application to their former positions, if they have received an honorable discharge and are qualified to perform the duties of the position."

(b) The language of Public Act 325 provides:

"That hereafter in making appointments to clerical and other positions in the executive departments and in independent governmental establishments preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such, if they are qualified to hold such positions."

8. The text of the changes to Civil Service regulations:

(a) The executive order of October 13, 1905 has been amended to read:

"No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service: Provided, that this order shall not be so construed as to prevent the Federal Board for Vocational Education from utilizing the government facilities and the services of federal officers and employees where such facilities or services may be necessary or useful in enabling that Board to carry out the duties imposed upon it by law, in the training and testing of disabled soldiers, sailors and marines."

(b) Civil Service Rule V has been amended by the addition of the following proviso to clause b of section 4:

"Provided, that the Commission may, in its discretion, exempt from the physical require-

> ments established for any position a disabled and honorably discharged soldier, sailor, or marine upon the certification of the Federal Board for Vocational Education that he has been specially trained for and has passed a practical test demonstrating his physical ability to perform the duties of the class of positions in which employment is sought."

9. The change in Rule V authorizes the Civil Service Commission to accept as adequate the certificate of the Federal Board for Vocational Education that a person has been so trained and tested that the physical defect has ceased to constitute a physical disability to perform the duties of the position sought.

H. L. Smith,
Chief, Division of Rehabilitation.

Amend Pub. 30
Ad. Reg

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 25, 1919.

CIRCULAR NO. 46.

Restoration to Civil Service Registers of the Names of Stenographers, Typists, or Stenographers and Typists Who Are Not Assigned Principally to Work Requiring Proficiency in These Subjects.

Particular attention is invited to the Executive Order of June 30, 1919, quoted below, which has been transmitted to the Secretary by the Civil Service Commission with the request that it be circulated throughout the Department:

"The Civil Service Commission may enter upon its register for stenographer, typist, or stenographer and typist at Washington, D. C., or elsewhere, the name of a person certified and appointed within three years from any of these registers who is found to be assigned principally in point of time or importance to work not requiring proficiency in the technical subjects upon which he was examined, after the following procedure:

"(1) The employee shall transmit request for entry of his name on the register through the head of his department or office or his authorized representative, in which he shall state the kind or kinds of work he is performing and the amount of time devoted to each kind.

"(2) The request shall be promptly forwarded to the Commission with comment or recommendation.

"(3) If the Commission finds that the principal duties of the person are not those requiring proficiency in the technical subjects upon which he was examined, his name shall be entered upon the appropriate register for further certification unless the department or office corrects the assignment and so reports.

"(4) No disciplinary measure or discrimination shall follow request under this order except for false statement therein, of which the Commission shall be the judge.

"(5) A person certified and selected under the terms of this order shall be at liberty to accept appointment without objection or hindrance by the Department or office which failed to assign him to duties in keeping with his examination.

"The White House
"30 June, 1919."

F. R. HARRISON,

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.
170-5.

June 19, 1919.

MEMORANDUM FOR MR. ZAPPONE.

Dear Mr. Zappone:

At the next meeting of the Finance Committee I desire to have discussed the administrative advisability of amending Paragraph 35 of the Administrative Regulations, and any other paragraphs which may be affected thereby, in such a way as to do away with the six months' notice to be given employees whose efficiency falls below the grade of "Fair" before action can be taken looking toward their reduction in grade and salary. Mr. Harrison is of the opinion that some such action should be taken. It is my thought that in fairness to the employees the new procedure should require that when an employee receives a rating of only "Fair" on the efficiency register he should be notified of that fact and informed that any further decrease in efficiency would make his case subject to consideration with the view of reducing or dismissing him. This would still provide for a notice to the employee and at the same time not require us to maintain the present status of an employee for six months after he had become so inefficient as to merit only the rating of "Poor."

The Secretary's office issued a circular on October 10, 1913, descriptive of the system of efficiency ratings which then went into effect and which substantially continues at this time. This circular is virtually a rehash of the Administrative Regulations on the subject but is used for enclosure in letters answering inquiries regarding our efficiency system or for transmittal to new employees. Mr. Harrison has recently had drafted (by Mr. Reese, I believe,) a new circular up-to-date. I have this circular on my desk but at my suggestion Mr. Harrison has directed me to hold it there until the committee acts on the question I have raised in the first paragraph of this memorandum.

Very truly yours,

Alex. McC. Ashley

Inspector.

PROPOSED AMENDMENT TO

ADMINISTRATIVE REGULATION No. 35:

An employee receiving the rating of "Fair" shall receive due notice thereof in writing from the Chief of Bureau at the time the rating is given, with suggestions as to possible means of improving his efficiency. He shall also be advised that if his subsequent service shows further decrease in efficiency, the question of his demotion or dismissal will be considered. A rating of "Poor" will immediately raise the question of his demotion or dismissal.

170-5.

June 19, 1919.

MEMORANDUM FOR MR. ZAPPONE.

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The Secretary's office issued a circular on October 10, 1913, descriptive of the system of efficiency ratings which then went into effect and which substantially continues at this time. This circular is virtually a rehash of the Administrative Regulations on the subject but is used for enclosure in letters answering inquiries regarding our efficiency system or for transmittal to new employees. Mr. Harrison has recently had drafted (by Mr. Reese, I believe,) a new circular up-to-date. I have this circular on my desk but at my suggestion Mr. Harrison has directed me to hold it there until the committee acts on the question I have raised in the first paragraph of this memorandum.

Very truly yours,

(Sgd) Allen W. C. [illegible]

Inspector.

a-1

OFFICE OF THE SECRETARY OF AGRICULTURE

June 12, 1919.

Dear Mr. Harrison:

In view of the broad distribution our Administrative Regulations have received, I see no particular reason why a circular need issue in addition, although, of course, such a circular would do no harm. If you decide to issue a circular it would be well, however, to wait until you have considered the desirability of a change in the Regulations where they outline procedure to be followed in the event that an employee's efficiency rating falls to a point below the grade of "Fair." You will recall that yesterday you suggested the desirability of such a change when you were discussing the recommendations from Mr. Estabrook, now in your hands, relative to certain terminations of appointment and reductions in the Bureau of Crop Estimates.

Very truly yours,

Inspector.

Dear Judge
The enclosed letter was used in reply to a letter from Dept. not for signature. In the letter it ought to be stated that it was for the Sec'y's signature. Would you like to see it before it goes? Will come down about 12

OFFICE OF THE SECRETARY OF AGRICULTURE

May 29, 1919.

Dear Mr. Reese:

In view of the changes recently made in the Administrative Regulations, do you not think it would be desirable to have the circular describing the efficiency system brought up to date?

FLH

Mr Harrison.
Draft attached.
Who should sign it?
Tom Reese

Michael Foreman

U. S. DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

OFFICE OF THE SECRETARY.

October 10, 1913.

PROMOTIONS BASED ON EFFICIENCY.

An efficiency system, replacing all other systems of grading clerks and employees below the grade of clerk, has been established in this department. It is based on efficiency reports made by persons having immediate supervision of each employee, and supervising officers are strictly enjoined to be fair, conservative, and impartial in every particular. The report on each employee must represent the unbiased judgment of the officer making it. Promotions, demotions, and recommendations for separation from the service (except when summary action is required) will depend entirely upon the efficiency ratings and no other consideration will be given weight.

The system in detail is as follows:

(1) The present percentage basis of marking is superseded by marks of "Excellent," "Good," "Fair," and "Poor." Excellent is equivalent to a percentage of 96 to 100, inclusive; Good, 85 to 95; Fair, 70 to 84; and Poor, below 70.

(2) The chief of each bureau, independent division, office, and board will require the preparation on forms provided by the Office of the Secretary of efficiency reports semiannually, on the 1st day of June and December of each year, concerning all clerks and employees below the grade of clerk serving in such bureau, division, office, or board, and he is expected to see that the ratings are made after due consideration of all the factors applicable to the individual case.

(3) The chief of each bureau, independent division, office, and board will appoint a committee on efficiency, to consist of three (3) or five (5) members, including, if practicable, the assistant chief of bureau as chairman and the chief clerk of bureau as secretary. Such committee will consider the semiannual efficiency reports and all other pertinent facts and will determine efficiency ratings and rela-

tive standings of employees. The committee will have the privilege of calling for all information necessary to enable them to fix the relative standing of any employee.

(4) An efficiency register shall be prepared semiannually in each bureau by the bureau committee on efficiency. Such register shall consist of a tabulation of the information contained in the efficiency reports and other data for each employee, and shall list all the employees in order of their relative efficiency standing. In establishing the relative rank on the register of employees under each salary class the employees therein shall be subdivided into four groups of "Excellent," "Good," "Fair," and "Poor."

(5) The efficiency registers, as prepared every six months by the committee on efficiency, shall be signed by the members of the committee, and submitted to the chief of the bureau for approval. Registers shall be retained in the bureaus and copies filed in the Office of the Secretary.

(6) The efficiency ratings on the registers shall remain in force for six months and shall govern all promotions and demotions during said period. The employee who stands at the head of his grade shall be recommended for promotion to any vacancy occurring in the next higher grade, unless he shall have forfeited his right to preference by some breach of discipline or neglect of duty.

In the event of a recommendation for promotion of an employee who does not stand at the head of his grade a convincing statement must be given in detail, setting forth the reasons for deviating from the efficiency register.

"Good" shall be the minimum rating of efficiency which must be attained by an employee in order to be promoted; "Fair" shall be the rating below which no employee may fall without being demoted, unless there is improvement in six months after being notified by the secretary of the committee on efficiency in the form of suggestions as to possible means of improving his efficiency. Employees receiving ratings of "Poor," and receiving the lowest salary of their respective class, and showing no improvement within six months after notification shall be recommended for dismissal for inefficiency.

R. M. Reese,
Chief Clerk.

Approved.
B. T. Galloway,
Acting Secretary.

WASHINGTON : GOVERNMENT PRINTING OFFICE : 1913

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary.

EFFICIENCY RATINGS.
Clerical and sub-clerical employees.

To insure fairness and impartiality in all promotions of clerical and sub-clerical employees, a system of efficiency ratings has been established in the Department of Agriculture. The governing principles of the system are as follows:

In each bureau a committee on efficiency, appointed by the Secretary, consisting of not more than five members, will determine the relative standing of all clerks and employees below the grade of clerk.

The chief of each bureau will require the preparation of efficiency reports semiannually, on forms provided for the purpose, concerning all clerks and employees below the grade of clerk serving in such bureau. These reports will be made by persons having immediate supervision of each employee and shall be fair, conservative, and impartial in every particular, representing the unbiased judgment of the supervising employee making them. The bureau committee on efficiency will carefully consider these reports and may call for any other information necessary to enable them to fix the relative standing of any employee. The chief of each bureau shall see that the ratings are made after due consideration of all the factors applicable to each individual case.

The basis of marking will be "Excellent," "Good," "Fair," and "Poor," excellent being equivalent to a percentage of 96 to 100, inclusive; good 85 to 95; fair, 70 to 84; and poor, below 70.

Employees in the grade of minor clerk or other grades eligible under the civil-service rules for examination for promotion to the minor or major clerical grade should be given a percentage grade in addition to the regular rating.

"Good" shall be the minimum rating of efficiency which must be attained by an employee in order to be promoted; "Fair" shall be the minimum rating which must be attained by an employee in order to continue in his present grade. An employee receiving the rating of "Poor" shall receive due notice thereof in writing from the chief of bureau at the time the rating is given, with suggestions as to possible means of improving his efficiency. He shall also be advised that unless his service shows improvement within six months the question of his demotion or dismissal will be considered.

The Efficiency rating of such employees of the Department of Agriculture as are members of the organized militia of the District of Columbia will not be adversely affected by the absence of such employees upon duty or field service with their respective organizations for instruction.

A tabulation of the information contained in the semiannual efficiency reports will be prepared in each bureau by the bureau committee and submitted to the chief of bureau for approval. These registers shall be retained in the bureau, but copies shall be filed in the Office of the Secretary not later than June 1 and December 1, respectively; and they shall remain in force and effect for a period of six months from these dates. These registers shall not

be open to the scrutiny of employees whose names appear thereon.

The efficiency ratings on the registers shall govern all promotions, preference being given the employee who stands at the head of his grade, who shall be recommended for promotion to any vacancy occurring in the next higher grade unless he shall have forfeited his right to preference by some breach of discipline, neglect of duty, or falling off in efficiency, or unless other circumstances which did not exist when the register was prepared make it necessary, in the interest of efficiency, to depart therefrom. In the event of a recommendation for the promotion of an employee who does not stand at the head of his grade, a full statement, concurred in by the bureau efficiency committee, must be given, setting forth in detail convincing reasons for the action recommended. The Secretary will consider recommendations involving deviations from the register only after the most careful consideration has been given to all the circumstances.

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 25, 1919.

MEMORANDUM NO. 291

Amendments to the Fiscal Regulations.

Effective Sept 1, 1919, Paragraph 7, and section (j) of Paragraph 86 of the Fiscal Regulations (amended by Memorandum No. 281), are hereby amended to read as follows:

7. DETAIL OF EMPLOYEES AS SPECIAL DEPUTY FISCAL AGENTS.- Clerks, officers, or other employees of the Forest Service may be temporarily detailed to the office of the district fiscal agent, as special deputy fiscal agents, under the direction of and subject to supervision of the district fiscal agent, for the purpose of making cash payments to fire-fighting and other crews; and, when necessary, these employees and employees of the Bureau of Public Roads may also be designated to act as special deputy fiscal agents under the district fiscal agents of the Forest Service for the purpose of making cash payments to laborers, and for the purchase of materials in case of emergency in connection with the construction and maintenance of roads and trails under the provisions of the 10 per cent forest road and trail provision, section 8 of the Federal aid road act, general improvement funds, and, with the prior approval of the Secretary, specific cooperative funds deposited for road improvement work; all such special deputy fiscal agents to furnish bond in a sum not exceeding $5,000 each, drawn in favor of the United States, said bond to be fixed by the Forester at an amount sufficient to cover any funds advanced. Such bonds shall be filed in the office of the Forester.

86. ACTUAL TRAVELING EXPENSES DEFINED.-

(j) Except as provided in Paragraph 86 (v), special conveyance, such as livery, or the hire of a boat, bicycle, motorcycle, or automobile, may be employed when no public or regular means of transportation are available, or when such public or regular means of transportation can not be used as advantageously in the interest of the Government. Employees using their own vehicles in official work in accordance with Paragraph 214 of the Administrative Regulations must, in the case of motor-propelled vehicles, unless granted reimbursement for such use at mileage rates (not exceeding 3 cents per mile for a motorcycle and 7 cents per mile for an automobile), support each account covering operating charges by a certificate setting forth the fact that the charge for gasoline and oil was arrived at by actual measurement at both the beginning and end of the official trip. The mileage of each trip should also be plainly stated. In addition to actual operating charge or mileage rates (not exceeding 3 cents per mile for a motorcycle and 7 cents per mile for an automobile) allowed in lieu of actual operating charges, employees using their own motor-propelled vehicles in official work may be reimbursed for storage charges when storage becomes necessary at points other than official or temporary headquarters. Where it becomes necessary by reason of breakdowns, impassable roads, or miring to have vehicles towed partly, or, under extraordinary circumstances, entirely to destination, reimbursement may be made for reasonable expense of such towage, but all such charges must be fully explained, and each case will be considered on its merits. No allowance or reimbursement will be made for the cost of repairs or replacements to any vehicle, or for towage of same to any place for the purpose of having repairs made. If, however, it is possible to have the vehicle repaired <u>at a place on the direct route to destination</u>, towage charges to such place will not be construed as incurred primarily for that purpose and may, as herein provided, be allowed.

C. W. Marvin

Secretary.

OFFICE OF
CHIEF OF BUREAU.

Act'g

United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C.

August 26, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods transmits herewith a proposed memorandum containing amendments to Fiscal Regulations 7 and 86 (j). The amendment to Paragraph 7 consists of a provision permitting the furnishing of bonds in amounts less than $5,000 by persons designated as special deputy fiscal agents. The present minimum bond under the regulation is $5,000. This amendment is proposed at the suggestion of the Acting Forester, who states that the sums of money advanced to special dputy fiscal agents do not justify a bond of $5,000 in all cases and the consequent payment of the higher premium out of their personal funds. The proposed amendment to Paragraph 86 (j) is in accordance with a recent decision of the Comptroller of the Treasury in regard to certain charges for which employees may be reimbursed in connection with the use of their personally owned motorcycles and automobiles in official business. The Committee recommends the promulgation of both amendments.

Very truly yours,

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

C.V.M.

G

DEPARTMENT OF AGRICULTURE
WASHINGTON

September 2, 1919.

MEMORANDUM NO. 292

Administrative control and supervision of Office of Information, Office of Exhibits, Motion Picture Work, Mailing Lists, and Addressing and Duplicating Equipment and necessary Personnel assigned to Chief of the Division of Publications, who will continue also to cooperate with the Bureaus concerned in the editorial and photographic work of the Department.

With a view to bring about closer coordination of all the informational work of the Department, which is now divided among a number of units, the personnel and equipment of the Division of Publications, Office of Information, Office of Exhibits, and the motion picture activities of the Department are hereby placed under the administrative control and supervision of the Chief of the Division of Publications. The mailing lists and, so far as feasible and practicable, the addressing and duplicating equipment and work and personnel engaged thereon in the entire Department will also be centralized under the supervision of the Chief of the Division of Publications, due regard being paid to the physical location of the different Bureaus and the delay, inconvenience, and reduced efficiency that might be involved in having such work done in a central office at a distance from the Bureaus concerned.

The purchase and issuance of necessary supplies and equipment for addressing and duplicating work in the Department, and the accounting and reimbursement therefor from Bureau funds, will also be centralized. No additional addressing or duplicating equipment shall be ordered by any branch of the Department until it is determined that the Division of Publications can not satisfactorily handle the work for which the purchase of new equipment is proposed.

With respect to the mailing lists, a clear distinction should be made between the routine physical processes involved, which will be placed under the supervision of the Chief of the Division of Publications, and the responsibility for the upkeep and use of the mailing lists, which will continue to rest with the Bureaus directly concerned. The checking up and periodical revision of the mailing lists will continue to be done in or by direction of the Bureaus in which the lists originate, in cooperation with the Division of Publications. All mailing lists, however, shall be available for the use of all Bureaus. The object of consolidation is increased efficiency, and to that end, in effecting the consolidation provided for herein, due consideration will be given to the facilities available in the Division of Publications for improving the service.

The Chief of the Division of Publications is also charged with the duty of developing systematically non-technical illustrative material and, in cooperation with the Bureaus concerned, will provide as soon as practicable for making and collecting photographs having pictorial value as illustrations for the popular presentation of different phases

of agriculture and country life, with a view to accumulate as rapidly as possible a good working collection of useful photographs. Technical photography and illustrating, as well as most field photography, will continue to be done by or under the supervision of specialists in the various Bureaus.

With respect to the editorial work of the Department, the Chief of the Division of Publications will cooperate with the Bureaus in putting material in proper form for publication and will represent the Secretary in giving Bureau manuscripts an independent review from the standpoint of Departmental policies, jurisdiction over subject matter, ~~and~~ propriety of expression and form of presentation, but the Bureaus will continue to be held responsible for the preparation and technical accuracy of manuscripts which they originate, and for seeing that the results of Bureau investigations are correctly applied in agricultural practice.

The various organization units and Bureaus concerned are expected to cooperate with the Chief of the Division of Publications in making effective the provisions of this memorandum.

D. F. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 1, 1919.

MEMORANDUM NO. 293.

Amendments to the Property Regulations.

Effective October 1, 1919, Paragraphs 7 and 8 of the Property Regulations of this Department are hereby amended to read as follows:

7. INDIVIDUAL ACCOUNTABILITY.- Each employee intrusted with any nonexpendable property shall be required to receipt and, from time to time, account therefor. An employee intrusted with any expendable property shall likewise be required to receipt therefor and, when the chief of the bureau shall so direct, account therefor from time to time. Having receipted for an article an employee may be relieved of responsibility ---(1) by delivery of the article to the bureau property clerk and taking a receipt therefor; (2) when authorized by the chief of the bureau, by delivery of the article to another employee of the bureau and taking his receipt therefor; (3) by presenting a certificate approved by the chief of the bureau, or by an employee authorized by the chief of the bureau to approve such certificates, that the article has been consumed in use, lost, stolen, damaged, or destroyed; (4) by payment to the disbursing clerk or appropriate fiscal agent of the value of the article at that time as determined by the chief of the bureau or other employee designated by him; (5) by sale or other disposition by a board of survey (see paragraph 9 of these regulations); or (6) by abandonment (see paragraph 12 of these regulations).

8. PROPERTY LOST, STOLEN, DAMAGED, OR DESTROYED.- Whenever any property either expendable or nonexpendable is lost, stolen, damaged, or destroyed, the employee who had custody of the property at the time will forward to the chief of bureau, through the employee against whom the property is charged on the property records, a certificate showing (1) a list of the articles, (2) the circumstances attending their loss, damage, or destruction, (3) whether his fault or neglect or that of any employee was involved, and (4) if the property was lost or stolen, the action taken to recover the property. When the value of the property exceeds $10 the certificate shall be sworn to before an officer authorized to administer oaths of office (see Administrative Regulations) or before any of the officers required, empowered, and authorized by law to administer oaths to accounts for travel or other expenses against the United States (see Fiscal Regulations). All such oaths must be taken without expense to the Government.

If the certificate upon examination is found to be satisfactory, the chief of bureau will authorize the dropping of the property from the property records; otherwise, he will take steps to recover the value of the property from the employee responsible, and promptly transmit any moneys which may be collected to the disbursing clerk or appropriate fiscal agent for deposit in the Treasury. If the amount of the loss is considerable, and it appears that the property may have been lost, stolen, damaged, or destroyed through the fault, neglect, or misconduct of an employee, a board of survey may be appointed by the Secretary, upon recommendation of the chief of bureau, to determine the responsibility, and make recommendation to the Secretary as to what action should be taken by the department in the matter.

D. F. Houston

Secretary.

United States Department of Agriculture,
Bureau of Crop Estimates,
Washington.

OFFICE OF
CHIEF OF BUREAU.

October 4, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods transmits herewith a proposed memorandum amending Paragraphs 7 and 8 of the Property Regulations of the Department. The amendment to Paragraph 7 consists of a change in the language of the second sentence so as to remove an apparent discrepancy between this sentence and the last sentence of Paragraph 6 of the regulations. When the Property Regulations were first drawn up it was intended that "The records of both expendable and nonexpendable property will be supported by receipts of the employees to whom articles have been issued," and that "An employee intrusted with any expendable property shall likewise be required to receipt therefor and, when the chief of the bureau shall so direct, account therefor from time to time." In other words, receipts are required in the case of both expendable and nonexpendable property, but the accounting therefor is limited to nonexpendable property, except where required from time to time by the Chief of Bureau.

The amendment to Paragraph 8 is in the elimination of the word "immediately" in connection with the requirement of a certificate in the case of loss, theft, damage, or destruction of property. The regulation as it now reads would appear to require an immediate report in the case of every item of property that is damaged or destroyed, no matter how small or insignificant. The Committee is of the opinion that this requirement need not be retained in the regulation and that the question as to whether the loss of any item of property is of sufficient seriousness to justify a report "immediately" may be left to the administrative discretion of the Chief of the Bureau concerned.

It is also recommended that Paragraph 8 be amended so as to permit certificates covering property losses in excess of $10 to be sworn to "before any of the officers required, empowered, and authorized by law to administer oaths to accounts for travel against the United States," as well as before officers required to administer oaths of office. The point has been raised that employees required to furnish sworn certificates are often situated remotely from the location of an officer "authorized to administer oaths of office,"

and that by enlarging this feature of the paragraph the payment of notary fees in such cases by employees will be avoided. The Committee concurs in this view.

The approval of the amendments to both Paragraphs 7 and 8 of the Property Regulations is recommended.

Respectfully,

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 27, 1919.

MEMORANDUM No. 294
Amending Memorandum No. 274, "Relative to increase of compensation at $240 per annum to employees of the Department of Agriculture".

Sub-paragraphs 2-a 4- 5 Memorandum No. 274, dated April 25, 1919, are amended to read as follows:

> An employee transferred from one Department or establishment to another, who received the increase before transfer, need not be certified in order that he may continue to receive it under the position to which transferred, and an employee receiving the increase who resigned and was reinstated need not be certified after reinstatement, reinstatement under such circumstances not being considered an entry into the service within the meaning of the statute, but under a new appointment, as distinguished from a transfer or a reinstatement, including appointment from the Reemployment Register, an employee can receive the increase of compensation only upon certification.

This amendment is rendered necessary by a decision of the Comptroller of the Treasury of October 18, 1919, and an informal interpretation thereof, holding that former employees of the Bureau of War Risk Insurance who received the increase of compensation, and who, after their connection with the Bureau had been completely severed therefrom, became employees of the Department of Agriculture, for all practical purposes must be

considered new employees, and, in order to receive the increase of compensation in this Department, must be certified by the Secretary as contemplated by the Act, notwithstanding their former certification.

D. F. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 4, 1919.

MEMORANDUM NO. 295

Inspection and Repair of Department Motor Vehicles
in and near the District of Columbia.

In the interest of economy, the following plan for the inspection and repair of motor vehicles owned by the Department of Agriculture, operated in the District of Columbia and its immediate vicinity, will be followed on and after November 15, 1919:

(1) All chauffeurs operating Department motor vehicles will have them inspected at the Department's garage in the rear of 806 E Street, Northwest, at least once every two weeks whether repairs are needed or not.

(2) Under the direction of the Mechanical Superintendent, the officer in charge of the garage (Mr. I. E. Hamilton) will have supervision of the inspection and repair of all motor vehicles.

(3) All repairs will be made by or under the immediate supervision of the officer in charge of the garage. Chauffeurs will make no repairs to their machines unless authorized by him to do so.

(4) Certain parts will be kept in stock and reimbursement to the appropriation "Miscellaneous Expenses" will be made by the bureau for whose motor vehicle any such part is used. For parts not kept in stock bureau requisition or shop request will be drawn, upon the order

of the officer in charge of garage, and payments will be made in the usual way from bureau funds.

(5) In addition to the officer in charge, two mechanics are employed at the garage, one at $1200 per annum and one at $1080 per annum. To distribute as equitably as possible the cost of these salaries, they will be prorated among the bureaus which have motor vehicles, the men to be detailed to the Office of the Secretary. Bureaus will be advised of the amount they should set apart for this purpose, which in no case will exceed $300 in the fiscal year.

The Bureau of Public Roads will continue to carry the salary of the officer in charge as he will perform some special work for that Bureau in addition to supervision of the garage and repairs to motor vehicles.

This plan is designed to place the repair work on all Department motor vehicles, operating in the District of Columbia and its immediate vicinity, under competent mechanics paid by the Department, and thereby not only reduce the heavy charges made by commercial concerns but also the time machines are out of service. If it operates successfully and economically, steps will be taken to provide in the estimates for 1922 for employees on the roll of the Secretary's Office to make all repairs, with reimbursement from the bureaus for material used, as is now done by the Mechanical Shops.

Chief Clerks of bureaus will notify their chauffeurs in accordance with paragraphs 1 and 3 of this memorandum.

D. F. Houston

Secretary.

OFFICE OF THE SECRETARY OF AGRICULTURE

Mr. Hooker

Are you
my thoughts as
to the
Mr. Harrison: The attached draft
is O.K., I think. ancs
10/31/19.

Devil it unnecessarily
to refer to an officer
by name instead of
his title. Why refer
to Hamilton all thru the
order? Suppose Hamilton
quits. Why not refer
to him as the supt or
officer in chg.
JRW

the amount they should set apart for this

will exceed $500 in the fiscal year.

lic works will continue to carry the salary

vision of the garage and repairs to motor

the roll of the Secretary's Office to make

all repairs, with reimbursements from the bureaus for material used, as

this memorandum.

Secretary.

OFFICE OF THE SECRETARY OF AGRICULTURE

McG. October 29, 1919.

Mr. Harrison:

I talked to Mr. Hamilton today regarding the question of inspection of automobiles and he thinks it would be practically impossible to make an inspection every week. He believes, however, that once every two weeks will be sufficient.

I have also modified paragraph 3 slightly. I discussed this question with Mr. Hamilton and he agrees that minor repairs, such as adjusting or cleaning spark plugs, and the like, might be done by the chauffeurs themselves.

When Mr. H. is convinced that a chauffeur is capable of making [illegible] of a motor [illegible] the [illegible] conducting them.

[illegible]

OFFICE OF THE SECRETARY OF AGRICULTURE

3. ~~Repairs~~ All repairs shall be made by — or under the immediate supervision of the Officer in charge of the garage — Officers shall make no repairs unless directed to do so.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG. October 27, 1919.

Mr. Harrison:

I think the object to be attained by the attached memorandum is the right move. I am raising a few minor questions for your consideration.

(1) It is provided that chauffeurs shall have their vehicles inspected "at least once a week". This may be necessary. I doubt it. In addition to the vehicles now stored in the garage by Roads the Department has some 19 or 20. There are two mechanics in the garage. If all these machines should arrive at the garage about the same time, it would provide an excellent loafing time for the chauffeurs and at the same time deprive the various branches of the Department of their services. Even if the inspections were divided so as to provide for three a day, if the inspection was a thorough one it would take up considerable time in this work, perhaps unnecessarily. I think the machines should be inspected periodically, but once a week strikes me as too often. I think ~~at least~~ once every two weeks would be sufficient if the chauffeurs use any care at all in driving the cars.

(2) Do you think it advisable to mention Mr. Hamilton by name? The work properly belongs under the direction of the Mechanical Superintendent. How would language somewhat along the following lines do:

> Under the direction of the Mechanical Superintendent, the officer in charge of the garage will have supervision of the inspection and repair of all motor-vehicles operated in the District of Columbia and its immediate vicinity.

(3) This section provides that chauffeurs are to make no repairs to their machines. What is going to happen if one of the drivers is out on the road, something happens to the car that he can readily repair himself; is he to call up the garage, send for Mr. Hamilton, or what? Most chauffeurs, if they are properly qualified, understand something of the mechanism of automobiles, and certainly minor repairs ought to be permitted to be made by them under certain circumstances. This should be a matter that could be left to the discretion of the officer in charge of the garage. If chauffeurs are to make no repairs of any kind, the chances are that it will become necessary to build up a large organization in the garage. Certainly the two mechanics now employed there would be unable to take care of all the work. I think this paragraph should be amended accordingly.

The memorandum otherwise appears to be O. K.

The of Mr Hamilton about the inspection, it is impossible to make weekly inspection, we can't do this at least once a weeks. If

I think it would be best to give the office to the bureau for

There is a good point. Chauffeurs should not make any repairs unless absolutely necessary, but they are out on the road, get to the garage, get the

October 24, 1919.

MEMORANDUM NO._____

In the interests of economy the following plan for the inspection and repair of motor vehicles owned by the Department of Agriculture, operated in the District of Columbia and its immediate vicinity, will be followed on and after November 1, 1919:

(1) All chauffeurs operating Department motor vehicles will have them inspected at the Department's garage in the rear of 1806 E Street, Northwest, at least once a week, whether repairs are needed or not.

(2) Mr. I. E. Hamilton, in charge of the garage, will, under the direction of the Mechanical Superintendent, have supervision of the inspection and repair of all motor vehicles.

(3) Chauffeurs are to make no repairs to their machines. Whenever repairs of any kind are needed, the vehicles will be taken immediately to the garage for inspection by Mr. Hamilton, who will decide what repairs are necessary, and make them.

(4) Certain parts will be kept in stock and reimbursement to the appropriation "Miscellaneous Expenses" made by the bureau for whose motor vehicle any such part is used. For parts not kept in stock bureau requisition will be drawn, upon Mr. Hamilton's order, and payment made

January 21, 1919.

MEMORANDUM:

In the interests of economy the following plan for the inspection and repair of motor vehicles owned by the Department of Agriculture, operated in the District of Columbia and the immediate vicinity, will be followed on and after November 1, 1918.

(1) All chauffeurs operating Department motor vehicles will have been instructed at the Department's garage in the care of the 3 horses, furthermore, at least once a week, whether running or not.

(2) Dr. J. C. Hamilton, in charge of the garage, will, under the direction of the Commercial Superintendent, have supervision of the inspection and repair of all motor vehicles.

(3) Inspections are to take on regular at short intervals. Whenever repairs of any kind are needed, the vehicles will be taken immediately to the garage for inspection by Dr. Hamilton, who will decide what repairs are necessary, and make them.

(4) Certain parts will be kept in stock and replacement in the overhauling "Standardized Repairs" made by the garage for other motor vehicle not which part is used. The parts now kept in stock between repairmen will be removed, upon Dr. Hamilton's order, and returned to

in the usual way from bureau funds.

(5) At present two mechanics are employed under Mr. Hamilton, one at $1200 per annum and one at $1080 per annum. To distribute as equitably as possible the cost of these salaries they will be prorated among the bureaus which have motor vehicles, the men to be detailed to the Office of the Secretary. Bureaus will be advised of the amount they should set apart for this purpose, which in no case will exceed $300 in the fiscal year.

The Bureau of Public Roads will continue to carry the salary of Mr. Hamilton, he being charged with special work for that Bureau in addition to supervision of the garage and repairs to motor vehicles.

This plan is designed to place repairs for all Department motor vehicles operating in the District of Columbia and its immediate vicinity, under competent mechanics paid by the Department, and thereby not only reduce the heavy charges made by commercial concerns for repair work, but also the time machines are out of service. If it operates successfully and economically steps will be taken to provide in the estimates for 1922 for employees on the roll of the Secretary's Office to make all repairs, with reimbursement from the bureaus for material used, as is now done by the Mechanical Shops.

Chief Clerks of bureaus will notify their chauffeurs in accordance with paragraphs 1 and 3 of this memorandum.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

m-

June 28, 1919.

Dear Mr. MacDonald:

I am enclosing herewith, for your information, a list of the trucks and motorcycles owned by the Department in Washington, D. C. This list should be helpful in working out the plan for housing all our motor-propelled vehicles in Washington in the new garage at 18th and E Streets Northwest. I am hoping that it will be possible, in the not distant future, to arrange also for centralized operation. I believe that we can save a great deal of money for the Government if this is done.

Secretary's File Room
(Signed)

Assistant to the Secretary.

Copy to Mr. Reese:

LIST OF TRUCKS AND MOTORCYCLES
OWNED BY DEPARTMENT IN WASHINGTON, D. C.

Bureau	Make	Date of Purchase	Cost	Capacity	No. of Operators
Secretary	Ford	March 27, 1916	493.70	1/2 T.	1
	"	Jan. 3, 1918	525.00	1/2 T.	1
	Studebaker	Jan. 22, 1918	995.00	3/4 T.	1
	"	June 1[illegible], 1918	940.00	3/4 T.	Worn out; not used
	White	Apr. 1[illegible], 1919	1638.75	3/4 T.	1
Farm Management	Indian cycle	June 3, 1914	220.00	7 H.P.- 2 speed	1
[illegible]	Studebaker	Aug. 11, 1916	975.00	1500#	1
	Ranier	Dec. 8, 1918	2204.00	3000#	1
[illegible]	Ford	[illegible] 1, 1917	536.18	900#	1
[illegible]	Ford	July 9, 1918	859.25	1 T.	1
	[illegible]	July 6, 1916	1950.00	1 T.	1
	Studebaker	June 30, 1916	940.00	1 T.	1
[illegible]	[illegible]	Nov. 6, 1918	1195.00	1000#	1
[illegible]	None				
[illegible]	Studebaker	June 12, 1917	985.00	1 T.	1
[illegible]	None				
[illegible]	[illegible]				
[illegible]	Studebaker	Sept. 7, 1918	995.00	1500#	1
	"	[illegible] 25, 1918	995.00	1500#	1
[illegible]	Ford	Jan. [illegible], 1919	7[illegible].00	1000#	1
[illegible]	Ford	[illegible] 27, 1918	671.4[illegible]	1 T.	1
[illegible]	[illegible]				
[illegible]	None				
[illegible]	Studebaker	Sept. [illegible], 1917	[illegible]	1000#	1
	"	[illegible] 18, 1918	995.00	1500#	1
[illegible]	19				19

STATEMENT OF MOTOR TRUCKS IN THE
OFFICE OF [illegible]

FORD TRUCKS:

Date Purchased	Cost	Capacity	Operated by
March 27, 1916	$ 493.70	1/2 ton	James Harrington
January 3, 1918	325.00	1/2 ton	William Bell

STUDEBAKER TRUCK:

January 22, 1918	995.00	3/4 ton	William Fitzhugh
June 15, 1916.	940.00	3/4 ton	Worn out; not used;

[illegible]

April 23, 1919	1658.75	3/4 ton	John Jackson and R. S. Jones.

[illegible]
Secretary.

June [illegible], 1919.

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 4, 1919.

MEMORANDUM NO. 296

Amendment to the Fiscal Regulations.

Paragraph 89 of the Fiscal Regulations of this Department is hereby amended to read as follows:

89. CUSTODY AND USE OF TRANSPORTATION REQUESTS; EXTRA FARES.- Transportation requests will be obtained by the bureaus from the Office of Inspection, which office shall require a receipt therefor from an appropriate administrative officer of the bureau indicating the serial numbers of the requests and the fiscal year applicable. Administrative officers of bureaus charged with the custody of transportation requests shall require a like receipt when furnishing such requests for the use of persons authorized to travel upon the business of the Department over the lines of any transportation company. Each officer or employee shall be charged with the requests received by him or placed in his custody, shall safeguard them the same as cash, account for them in accordance with these regulations, and be held responsible for the loss thereof and chargeable with the amount which may be required to be paid by the United States because of any improper use of the same.

All transportation requests remaining unused in the possession of employees at the close of each

fiscal year must be returned to the bureau issuing same, and after such bureau has made a proper record of these requests, they shall be forwarded to the Office of Inspection for record and cancellation.

Transportation requests shall be presented by the traveler to the proper transportation companies in exchange for tickets, mileage or scrip books. Separate requests will be used for parlor, chair or sleeping car accommodations. Transportation requests should be used for all travel upon business of the Department where the fare involved is $1 or more, except as provided in Paragraph 86 (v). In case of refusal to accept a transportation request by the agent of any transportation company, the fact and any attending circumstances should be reported to the chief of bureau. Transportation requests drawn on one appropriation must not be used for travel chargeable to another appropriation. Transportation requests must not be used to cover extra fares on limited trains or deviations from direct routesof travel in connection with leave of absence or other personal business. Such extra fares must be paid in cash.

F. F. Houston

Secretary.

United States Department of Agriculture,
Bureau of Crop Estimates,
Washington.

OFFICE OF
CHIEF OF BUREAU.

October 31, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith a revision of Paragraph 89 of the Fiscal Regulations, relating to the use of transportation requests. Many thousands of transportation requests are issued to employees of this Department yearly, each of which represents a potential financial charge against the Department, whether used properly or not, and the Committee has felt that the regulations should clearly define the responsibility which accompanies the possession of these requests. The need for this has been emphasized recently by a decision of the Comptroller of the Treasury in which it was held that employees of the Government entrusted with the custody of transportation requests must be held personally responsible for any improper use thereof and any consequent loss to the Government (see 25 Comp. Dec. 811).

Very truly yours,

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.